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STATE OF MONTANA
DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES
REHABILITATIVE SERVICES DIVISION
VISUAL SERVICES DIVISION
REHABILITATION FACILITIES PLAN

STATE DOCUMENTS COLLECTION

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BY

JOE A. MATHEWS
ADMINISTRATOR

HELENA, MONTANA
OCTOBER 1, 1992 ADDENDUM

PLEASE RETURN

DISCRIMINATION PROHIBITED

All programs described in this publication comply with Title VI of the Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973, as amended and the Architectural Barriers Act of 1968, as amended.

This document is available by contacting Rehabilitative/Visual Services Divisions, Box 4210, Helena MT 59604. It is also distributed through the Montana State Library. Sixty-one copies were published at a cost of \$2.75 per copy.

FORWARD

The 1993 Addendum of the Montana State Plan for Rehabilitation Facilities is a public document intended to be utilized in guiding and influencing the establishment and improvement of rehabilitation facility services within Montana. "Rehabilitation Facility" in Montana means:

1. The facility or host organization is legally constituted and the legal charter, constitution or official statement or purpose implies or directly states it provides rehabilitation services.
2. The major or primary purpose of the organization is to rehabilitate persons.
3. The organization is able to provide multiple services in an integrated and individualized manner.
4. It is anticipated that the organization will provide during the program year an official program which will be purchased under the Rehabilitation Act of 1973 as Amended in 1986.

This addendum will address the facilities providing those services which will be purchased by the Rehabilitative/Visual Services Divisions. These work orientated, psychosocial and/or medical facilities represent a special investment in focused quality rehabilitation services for the above mentioned divisions of Vocational Rehabilitation.

This eighteenth annual addendum will modify the original Montana State Plan for Rehabilitation Facilities and Workshops published in 1968.

I. INTRODUCTION TO THE MONTANA FACILITY STATE PLAN

II. MONTANA STATE PLAN FOR FACILITY UTILIZATION

III. MONTANA FACILITY SERVICES MANAGEMENT PLAN: THE PROCESS

IV. FACILITY PROGRAM PRIORITIES, INVENTORY AND CAPACITY

I. INTRODUCTION TO THE MONTANA FACILITY STATE PLAN

Our agency utilizes the facility state planning process to envision the future design of facility services and describe the basis for the allocation of public resources those services and programs. A strategic plan is required that allows for a financially stable statewide service system capable of meeting the current needs of the community and a flexible system capable of changing in response to the needs of tomorrow's consumer. The Rehabilitative/Visual Services Divisions (VR) hold as their highest priority, the development and purchase of services which respond directly to the expressed needs of the consumer, families of the consumer and the community. An important component of this priority is the inclusion of the primary facilities and the cooperative agencies in the planning process for strengthening and expanding future services.

The primary objective of the Facility State Plan for the next three years will be to implement the District Facility Services Management Plan Process. It will incorporate the facility services needs assessment, services inventory, and review of facility programs. Section Three of this plan describes the process by which our agency updates the content of the Facility State Plan.

II. MONTANA STATE PLAN FOR FACILITY UTILIZATION

The Rehabilitative Services/Visual Services Divisions both provide and purchase services in the course of serving eligible clients. The purchase of a specific range of services is covered under this Facility State Plan. Those services fall under the following headings:

- I. Work Adjustment**
 - a. community based**
 - b. sheltered**
- II. Vocational Evaluation**
 - a. traditional**
 - b. community based**
 - c. visual adapted**
- III. Supported Employment**
 - a. developmental disability**
 - b. serious mental disability**
 - c. VREE sign-off**
 - d. private sign-off (other)-**
- IV. VREE Sheltered**
- V. Placement (contract)**

The Title VI Part C services are purchased under the heading of "Transitional Employment Services." This utilization plan describes three approved categories of facility providers for the above services. They are:

1. The Primary Providers
2. The Cooperative Providers
3. Other Providers

1. The Primary List

The eight Primary CARF Accredited Facilities are listed below:

Eastern Montana Industries	Miles City
CorEnterprises (Billings Workshop)	Billings
Butte Sheltered Workshop	Butte
Helena Industries	Helena
Easter Seal/Goodwill Industries	Great Falls
Opportunity Industries Inc.	Missoula
Community Medical Center (WORC Center)	Missoula
Flathead Industries	Kalispell

The Primary providers are distinguished by their capacity to provide an array of work oriented services to people experiencing disabilities leading to all appropriate VR outcomes. They are not limited in definition or practice to serving a specific disability group or diagnosis. Attachment A describes the current Administrative Rules governing the VR agencies certification policies. Attachment B represents revised draft rules which have just completed public comment and will be in force for the period covered with this state plan. With the implementation of the new rules in Attachment B the priority of selection for providers of service in a given community will be to select the CARF accredited if such a provider is available and has the qualifications to serve the targeted service group. When a community does not have the capacity of an appropriate CARF accredited provider, the VR agency can utilize cooperative providers.

2. The Cooperative Providers

"Cooperative Providers" are characterized by being established providers with whom VR has cooperative agreements. These facilities are currently covered under cooperative agreements with the Developmental Disabilities Division of SRS and the Department of Corrections Division of Mental Health.

Job Connection Inc.	Billings
Reach Inc.	Bozeman
Northern Gateway Enterprises	Conrad

Eastern Montana Community Mental Health Center (Region I)	Miles City
Golden Triangle Community Mental Health Center (Region II)	Great Falls
Mental Health Center (Region III)	Billings
Mental Health Services Inc. (Region IV)	Helena
Western Montana Community Mental Health Center (Region V)	Missoula

The Rehabilitative/Visual Services Divisions are committed to the strengthening of programs being provided through the primary facilities and cooperative facilities. Services purchased from facilities on both lists are funded through fee-for-service set aside budgets. The exceptions are the job placement contracts (\$120,000). Additional providers on the cooperative list will be added if:

- 1. A need for service is identified in the community.**
- 2. There is no primary facility in the community and it is unfeasible to establish an outreach program.**
- 3. VR has the capacity to purchase from the provider the threshold level of services over the required time period**

3. Other Cooperative Providers

Providers who are not currently listed, but are providers for agencies with which Rehabilitative/Visual Services Divisions have a cooperative agreement may be asked to provide services to VR on a client-by-client basis.

4. True Service Capacity and Supported Employment

All providers of Transitional Employment Services will be required to demonstrate a service capacity in the provision of extended services (follow-along, or supported employment services) prior to VR establishing set-aside budget within the District. The VR facility liaison will approach each facility annually to discuss service need and service capacity for supported employment outcomes. Set-aside budgets will reflect the service need and the facility's true service capacity. True service capacity set-aside budget is the number of identified funded follow along commitments multiplied by (x) the average cost per time limited case for that disability group. If primary or cooperative providers cannot meet the amount of service capacity in their projected set-aside budgets, the uncommitted balance of the budget capacity will:

1. Be used at large by the VR District to serve clients
2. Be used to establish a threshold set-aside budget for adding a new provider to the Cooperative Expansion list. This will occur only if the unused funds are projected to be available over a three year period.

5. Rehabilitation Facility Advisory Councils

In compliance with the Executive Reorganization during fiscal year 1976, an Advisory Council for the Rehabilitative Services Division and one for the Visual Services Division were appointed by the Governor. In 1986 an Independent Living Advisory Council was also appointed by the Governor. These three Councils for the Divisions are advisory in all phases of the Vocational Rehabilitation program. They include among their members representation from the Montana Association of Rehabilitation Facilities (MARF). MARF is a non-profit organization organized to stimulate and offer assistance to its member agencies in their efforts to provide quality habilitation and rehabilitation regardless of age, race, color, sex or disability. Thus the councils are also advisory to the rehabilitation facility movement in Montana.

As advisory to the facility movement, the role of the Councils is as follows:

- A. *Represent public and private interests as they pertain to rehabilitation facility planning.*
- B. *Serve in an advisory capacity to the Rehabilitative/Visual Services Divisions staff.*
- C. *Advise and assist in the development of a continuing State Plan for Rehabilitation Facilities within Montana.*

The focus of council concern is the present and future rehabilitation facility needs of people with disabilities in Montana.

The councils advise on:

- A. *Current status of rehabilitation facilities in Montana*
- B. *Immediate and long-range needs of Montana rehabilitation facilities.*
- C. *Standards for continuing program to evaluate such needs.*
- D. *The effectiveness of programs developed to meet these needs.*

The Advisory Councils, in addition, are concerned with the following:

- A. *Sources of information to the planning staff as to problem areas of rehabilitation service deficiency.*
- B. *Methods of maintaining quality service and effective utilization of centers.*

- C. *Upgrading and expanding existing facilities prior to new development.*
- D. *Rehabilitation facility need based on population, geography, and disability factors.*
- E. *Development of a priority list for rehabilitation facilities.*
- F. *Methods of implementation of final recommendations to solve current needs.*
- G. *Independent Living Rehabilitation.*
- H. *The Supported Employment State Plan.*

III. MONTANA FACILITY SERVICES MANAGEMENT PLAN: THE PROCESS

The Rehabilitative/Visual Services Divisions' Facility Specialist is responsible for overseeing the development of the Rehabilitative/Visual Services Divisions Facility State Plan, the coordination of facility services, management of budget, program quality control, fee for service, contract negotiations, and the provision of technical assistance to facilities. This task is shared with a VR counselor in each service delivery area who is designated facility liaison counselor. Each facility addressed within this plan has a VR facility liaison assigned to coordinate and negotiate local service capacity. What follows are the instructions for the process from which our agency derives its direction in terms of service needs, current capacity and future goals. Local VR liaisons are responsible for the administration of this strategic planning.

DISTRICT FACILITY SERVICES MANAGEMENT PLAN

I. NEEDS ASSESSMENT

- a. *SERS database*
- b. *Traditional services*
- c. *New services*

II. STRATEGIC PLANNING

- a. *Transitional Employment Services*
- b. *New services*

III. DISTRICT FACILITY SERVICE MANAGEMENT PLAN

In the management of facility services we are obligated to respond to the direct service needs of the people who come to us for service and at the same time invest and manage public resources wisely with an eye to the future.

Our agency mission statement declares:

"We serve people whose disabilities prevent them from actively participating in their communities. We assist Montanans with disabilities in using their strengths and support systems for daily life and work."

Our values declare we are to provide vocational services that respond to our client's need to participate responsibly in the community. Each facility is also an expression of a community and we value those facilities as a critical service resource. As rehabilitation and society undergo change, so will client services. Our task with this process is to manage change as partners with the providers in our community in such a way as to serve our clients and enhance the public investment in rehabilitation services.

I. NEEDS ASSESSMENT

What services will your community need next year and at what volume? Some of the services we need are already in our facility service inventory (see Worksheet A) and others are not available. The needs assessment process takes into account demand for existing services as well as new services. It will involve VR staff from both Divisions, the community Case Managers Coalition, (SPA) and the Facilities. The Needs Assessment process is conducted as follows:

STEP #1 *You will encounter no shortage of opinions as you move through this process. What will more likely be short will be verifiable hard information. The liaison needs to accumulate what needs data exists in the District.*

a. SERS: Supported Employment and Sheltered Employment

The Supported Employment Reporting System generates an A report which should contain the names of all people who have come to you for supported or sheltered facility services. To project demand for supported employment you count the number of people listed on your case status A report. If some of those names are no longer appropriate, please submit termination notices to Central Office. The number of people listed on this report whose disability codes are succeeded by "EE" represent the demand for VREE services for the next year.

b. Traditional Services: Vocational Evaluation, Work Adjustment Training (inhouse and community based), Placement

Projecting demand for these services is based on three levels of input. The first is the trend line. How many people were served in previous years and where does the trend seem to be going? You would look to Worksheet A for the previous year's data. The second is counselor input in terms of projected numbers of referrals, and the third is facility estimates of the projected numbers requiring the service.

c. New Services

You will encounter in your office and in the community, needs for services which are not yet established. People will approach you about providing those services for a fee or a contract. VR measures need from the consumer on up. The first question regarding the need for service is: "Who needs it, and how many people would participate in those services?" Caseload hand-counts, and the SERS can help in this area. The second question is: "Could it be provided successfully by any of the established providers in the community?" Finally, is this a short-term (one to two years) need or a long-term (indefinite) need? (Worksheet B addresses this topic)

STEP #2 The liaison meets with VR staff inhouse and discusses service needs. Together estimates are derived which reflect our best projection of service referral and purchase to the facilities in the next year. If the District staff advises a new service is required, the liaison documents this need on Worksheet B

STEP #3 The liaison announces to the SPA participants that the next meeting will be the VR facility services needs assessment meeting. Facility Directors should be invited to this special SPA meeting. The purpose is to consult with the larger SPA community for their perspective on where the services should flow. This meeting is for general input. We are not negotiating. We are listening and taking notes.

Having completed the Needs Assessment the liaison is aware of:

- *the history of recent facility usage;**
- *the VR staff's perception of future usage of established services and;**
- *new service requirements as articulated by our staff and Coalition (SPA) participants.**

II. STRATEGIC PLANNING

It is the management responsibility of VR to work with the community to assess service need. It is our responsibility to project service usage into the future and allow essential time for service providers to adjust service capacities. If client needs demand a shift in service purchase patterns our strategic plan must anticipate the future trends.

The Strategic Planning Session is to be completed in a meeting with the Facility Director or the Director's designated staff member. In this meeting the "Projected Number Served" columns in Worksheet A are completed. It is to be understood that the District will budget set-asides for the next fiscal year based on these estimates. We can also anticipate that in the three year outlook some service capacity shifts may occur which directly impact different aspects of the facility operation. The purpose of the Strategic Planning Meeting is to identify the common goals of our agency and the facility up to 1995 and the strategy to reach that goal. If new service capacity is identified to be included in the three year outlook, a Worksheet B is to be completed. This enters the service request for consideration as an amendment or addition to the Facility State Plan.

a. Special Considerations: Transitional Employment Services leading to supported outcomes

The amount of Transitional Employment Services budget to set-aside for a facility is based on:

1. The carryover caseload- Those clients who come into the year July 1 through June 30, 1993 will require some of the funding in this next year. An estimate needs to be made to cover the carryover caseload. Worksheet C contains the ceiling TES set-aside budgets for the facilities in your District. The formula for calculating the next year's set-aside is as follows:

- a. Estimated budget to serve carryover caseload plus;*
- b. Number of new signed-off clients (x) \$5,435*

The goals for a TES provider are one status 26 closure for every \$5,435 of budget capacity. Obviously the math is not exact so the decision to "round the goal up or down" will be left to the local considerations including severity of those being served.

The Provider must identify with VR, the source of the sign-off for each of the new clients anticipated to be served.

b. New Services

While a facility has the option of providing whatever array of services it sees fit, the decision to utilize VR resources is tied to the VR State Planning Process. A District's

decision to proceed with a new service must be run through the District Facility Plan. The means by which a facility can bring a service on line would be typically:

- 1. They may choose to shift unused resources over time to the new service area thus achieving an internal conversion of capacity without additional financial assistance.**
- 2. The second option is they may want to enter the service need into our Facility Services Plan proposal. If the agency verifies this to be a priority need, we would advertise an establishment grant. Establishment grants will generally work over a period of three years and require a match from the facility at the prevailing RSA matching formula. That formula is currently 24/76. If the facility is awarded the grant, then your projections on Worksheet A would need to demonstrate the shift of financial resources over time to support the new program.**

III. DISTRICT FACILITY SERVICE PLAN

The outcome of strategic planning is mutual commitment to a District Service Plan articulated as a set of goals. The goals represent the VR agency and the facility's best effort to predict the level of service needed by our clients in the upcoming state fiscal year. It is not a contractual commitment to the level of expenditure.

After the initial Strategic Planning Meeting and subsequent follow-up meetings, the liaison is responsible for submitting the Facility Service Plan Proposal to the Facility Specialist in Helena. The service goals indicated in the Plan will be reviewed and either approved or returned for revision. The letter of approval from the VR Administrator initiates the annual service plan. For details regarding the preparation of the District Service Plan, see Worksheet E.

THE TIME-LINE

March 16 through April 3

The liaison is to schedule and meet with VR staff. VR includes counselors and instructional staff from both Divisions (RSD/VSD). Worksheet D is a sample agenda for this meeting.

In addition, the liaison should send Worksheet A to the Facility Program Director immediately to allow them the time it may take to build a history of usage. They are to work on the gray columns only. 1992 is to be a projection. I recommend an April 3 deadline for the completion and return of Worksheet A.¹

¹ **The VR meeting may have to take place with the Worksheet A data. This is a disadvantage that will be resolved in upcoming years.**

April 3 through May 1

Schedule the community SPA meeting to discuss service needs and capacity with the broader SPA membership. Some of you may have already held this meeting. In the upcoming years I would like for this meeting to become a focal event for SPA Case Managers to present their assessments of service needs. Once again these are not negotiation meetings nor is there any guarantee our agency will give a specific response to the needs discussed. The VR role is to be a good listener and to document the outcome.

May 1 through June 15

This is the time to schedule the Strategic Planning Sessions with the facilities. In this period the service levels for the next three years are projected. The 1993 level is established and those projections become goals for our next year of operation. The VR office matches the service projections for 1993 with set-aside budget capacity. The VR Facility Service Plan is submitted to Helena for approval. The deadline for having the plan proposal in Central Office is June 15

June 15 through June 30

Central Office approves plans and notifies liaisons. The facilities are informed of final service levels and set-aside budgets. VR Central Office, in coordination with the Districts, selects new services (if any) to be let under establishment grant RFP's. New establishment grant programs would be awarded in September and contracted October 1, 1992.

WORKSHEET A

This worksheet represents the VR facility services and usage inventory. Please send this worksheet to the facility Program Director for completion of "History". While we have data in Central Office, they are mainframe generated and may not reflect the local perspective. The numbers that are entered into the History need to be agreed upon by the local VR office and the Program Director. The 1993 projections represent a predicted level of service and cannot be construed as guaranteed levels of service. The 94 and 95 levels are also understood to be predictions subject to revision based on the developing History. The 1992 column will require an estimate of the last quarter's business.

FACILITY SERVICE INVENTORY/NEEDS						
	HISTORY OF # SERVED			PROJECTED # SERVED		
	90	91	92	93	94	95
I. Work Adjustment						
a. community based						
b. sheltered						
II. Vocational Evaluation						
a. traditional						
b. community based						
c. visual adapted						
III. Supported Employment						
a. developmental disability						
b. serious mental disability						
c. VREE sign-off						
d. private sign-off (other)-						
IV. VREE Sheltered						
V. Placement (contract)						

WORKSHEET B

UNMET NEEDS AND SERVICE REQUEST

This worksheet addresses requests for the development of new services and resources within a community.

<i>District HSM Supervisor signature</i> _____	<i>Date</i> _____	<i>Facility Liaison signature</i> _____
<i>District</i> _____		
<i>Please describe the consumer population requiring service</i>		
<i>What life needs must be addressed:</i>		
<i>What is the recommended service:</i>		
<i>Who is the recommended provider (s)</i>		
<i>How many VR clients per year would be referred by our office to benefit from this service</i>		
<i>Title I</i> _____		
<i>Title VI-C</i> _____		
<i>Title VII Independent Living</i> _____		

STATEWIDE FACILITY SET-ASIDE CEILINGS
 JULY 1, 1992 THROUGH JUNE 30, 1993

6/30/92

DISTRICT FACILITY	EXTENDED EMPLYMNT	VREE EXPANSION	VOC EVAL/WAT INTERIM	SETASIDES REGULAR
GREAT FALLS				
EASTER SEALS				
AT-LARGE				
SUBTOTAL	41,088	39,594.00	36,575	111,123
BUTTE				
BUTTE SW				
HELENA IND				
REACH				
AT-LARGE				
SUBTOTAL	135,211	31,064.00	75,132	250,492
BILLINGS				
CORENTER				
EMI				
AT-LARGE				
SUBTOTAL	99,936	31,064.00	70,724	212,174
MISSOULA				
FLATHEAD				
OPPORTNTY				
WORC				
SUBTOTAL	46,163	53,733	68,453	222,400
TOTAL	322,398	155,455	250,884	796,189

1993 TRANSITIONAL EMPLOYMENT SERVICES CEILINGS
 July 1 through June 30, 1993

COOPERATING AGENCIES-> PROVIDERS AND GOALS FOR 1992 ----->	D.D. Division SRS	Dept. of Corrections and Human Services	VREE and Private Sources	CEILINGS
EASTERN MONTANA IND.	3	2	3	
CORENTERPRISES	4	3	1	
JOB CONNECTION	3	4	3	
EASTER SEAL/GOODWILL	5			
NORTHERN GATEWAY EN.	3			
AT-LARGE			3	
REGION II CMHC New Directions		5		
BUTTE SHELTERED WORK	2		3	
HELENA INDUSTRIES			5	
REGION IV CMHC Montana House & Silver House		7		
REACH	2		3	
FLATHEAD INDUSTRIES	2		4	
WORC CENTER			5	
REGION V CMHC Riverhouse & Lamplighter House		9		
OPPORTUNITY IND.	2		3	
TOTALS	26	30	34	\$444,646

ANNOUNCEMENT

VR FACILITY SERVICE NEEDS ASSESSMENT MEETING

RSD and VSD will be holding a District needs assessment meeting to address our present and future facility service needs. In this meeting we will project what services we will be utilizing from facilities and at what rate. We will also discuss what services we need to develop in our community. In the table below are the services we currently purchase from facilities around the state.

DATE:	I. Work Adjustment
	a. community based
	b. sheltered
PLACE:	II. Vocational Evaluation
	a. traditional
	b. community based
	c. visual adapted
TIME:	III. Supported Employment
	a. developmentally disabled
	b. serious mental disability
	c. VREE sign-off
	d. private sign-off (other)
	IV. VREE Sheltered

Our responsibility is to work with the facilities in maintaining and developing a stable system of services to serve people with severe disabilities. Do the services listed above provide us what we need to accomplish this? What should we have in place by 1995? What should we take to the 1995 legislature?

AGENDA

- 1. Opening Comments by the Facility Liaison.**
- 2. Discussion of current and future service utilization by service.**
- 3. Planning for the future and the long-term investment of VR set-aside capacity.**
- 4. Consensus statements by the VR Staff for the liaison to carry to the Strategic Planning Session.**

DISTRICT FACILITY SERVICES PLAN FORMAT

The District Plan will be composed of a letter to the Agency Administrator and attached worksheets. The letter to the Administrator will contain:

- 1. The consensus statements developed by the VR District Office in the needs assessment meeting.**
- 2. A summary of the needs presented at the community Case Manager's Coalition planning meeting.**
- 3. A summary of the consensus goals developed in the facility strategic planning sessions.**
- 4. Requests for variations in the set-aside funding categories as presented in Worksheet C. These requests are to be backed-up with whatever usage data you may have. If the facility does not agree with these shifts, than the differences are to be articulated for our consideration.**
- 5. New Service requests from the District. These are requests that have met the approval of the District Office and are presented on Worksheet B. All other requests will be presented in the narrative of the VR meeting or the Coalition meeting (items 1 and 2).**

IV. FACILITY PROGRAM PRIORITIES, INVENTORY AND CAPACITY

The Montana VR liaisons serve as Chairpersons on eight Case Managers Coalitions across Montana. These Coalitions were created as the result of the Title III supported employment grant that was operated in Montana from 1986 through 1991. One function of the Coalitions throughout the period of the grant was to assess service need for supported employment outcomes. Since the grant's end we have expanded the mission of the Coalitions to also assess service need for sheltered employment outcomes. The goal is to shift these Coalitions to serve as an ongoing needs assessment for all facility based outcomes. At present we have an estimate of the number of people who are presenting themselves to our Division for supported and sheltered outcomes for which we have not been able to obtain commitments for either long-term post VR sheltered or supported employment. The breakdown below represents our needs assessment as of July 1, 1992.

Disability Code	Number in Need
Visual Impairment	1
Hearing Disorder	2
Orthopedic Impairment	10
Head Injury, Traumatic Brain Injury TBI	16
Amputation	2
Mental Disability, except MR	70
Mental Retardation	65
All others except seizure disorders and learning disability	17
Seizure Disorder	5
Specific Learning Disorder	12

The District Facility Planning Process implements the counselor/client as well as direct facility dimension to the needs assessment. The VR State Plan needs assessment information including the advice of the VR Advisory councils is taken into account when developing the goals and priorities for this plan. What follows will be the priority activities in our Facility Plan for program year 1993.

- 1. The agency's Facility Specialist will develop an RFP for the Billings District Transitional Employment Program proposal. This establishment grant would be targeted for the Billings community. The role of the HUB would be that of a Transitional Employment provider exclusively. It is assumed that the Billings District 110 budget would eventually absorb the operational level after a successful start up grant period**
- 2. Within the Miles City community approval of community based Vocational**

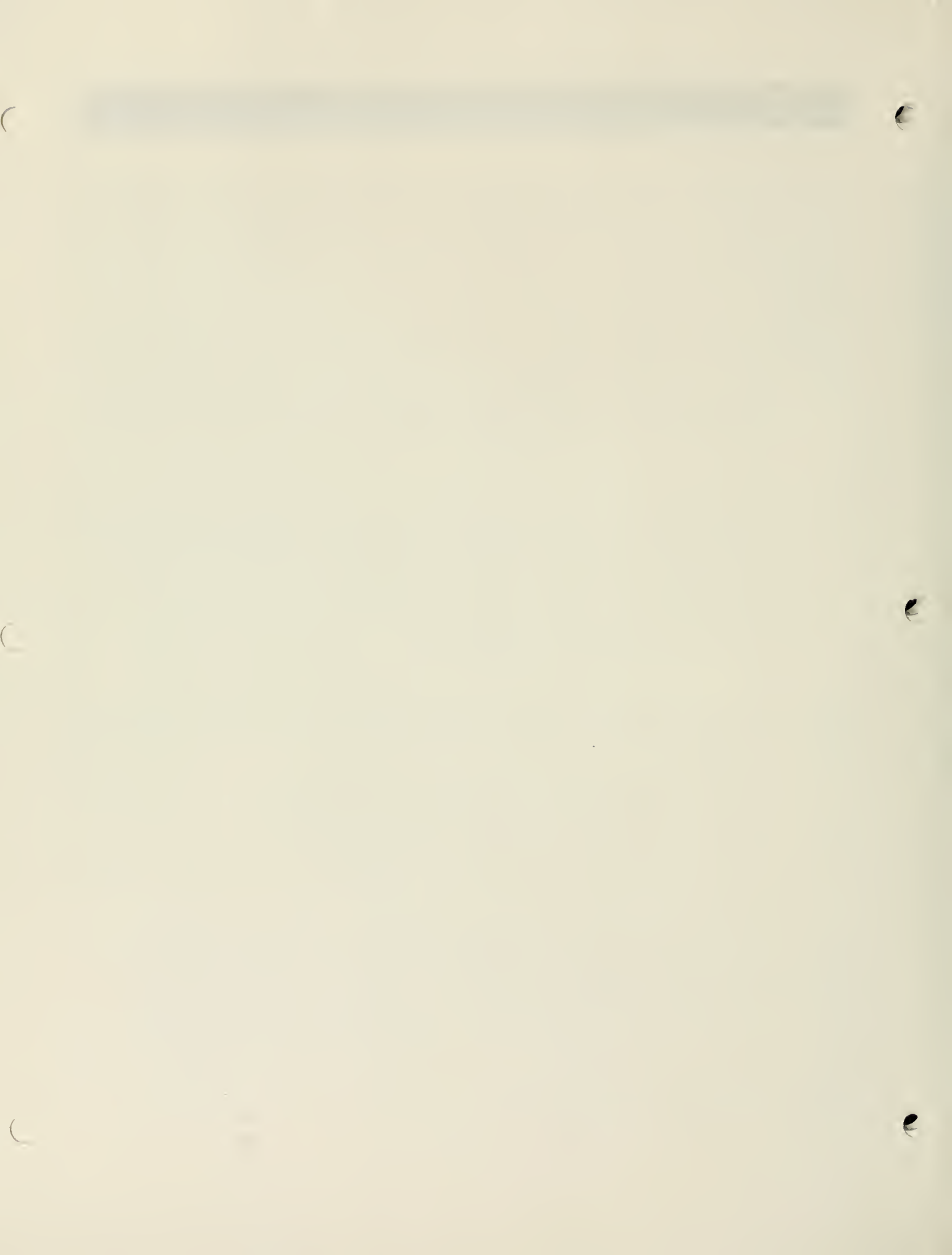
Evaluation and Work Adjustment Training services is contingent upon submission of a revised fee schedule reflecting those service models.

- 3. The Facility Specialist develop an RFP for placement services in the Butte metropolitan area. We will move the Mental Health Services Inc. program onto a baseline year to re-establish actual capacity. In principle the intensive WAT service sounds appropriate for the caseload. The final service model and fee needs to be negotiated through Ken Christensen, Pat Fandrich and Bob Jahner.**
- 4. The Facility Specialist will develop a proposal for the transition of our placement contracts into some form of fee for service. Hopefully the format can be relatively consistent across the state for our existing placement providers. Great Falls is encouraged to pursue the common goals articulated in the District Plan. Any new services or fees not on this fee schedule are to have prior approval through the Facility Specialist.**
- 5. The agency Facility Specialist is to monitor the developments at Flathead Industries as it seems imperative that a basis for stabilizing the referral situation be found. At this point we do not have a demonstrated need for the purchase of vocational evaluation services at Opportunity Industries Inc. I would restrict any purchases at Opportunity to assessments only. By assessments, we are referring to typical job site assessments of work performance for WAT or SE purposes.**

Attachment C represents the source documentation including the facility services inventory submitted to VR through the facility liaisons leading to the priorities of the 1993 service year.



ATTACHMENT A



Sub-Chapter 9

Standards For Facilities and Providers of Services

46.6.901 GENERAL PURPOSES OF STANDARDS FOR VENDORS

(1) It is the policy of the department to use, whenever feasible, facilities which are accredited or approved by an appropriate public authority or professional organization. Where this is not possible, the facilities selected, whether public or private, are those that appear upon investigation to be the best adapted to render the specific services required. Facilities will be chosen based upon the professional and technical qualifications of personnel, adequacy of equipment, and scope and quality of services rendered. (History: Sec. 53-7-102, 53-7-203 and 53-7-302 MCA; IMP, Sec. 53-7-102, 53-7-103, 53-7-203, 53-7-302 and 53-7-303 MCA; NEW, Eff. 1/3/77; AMD, 1984 MAR, p. 511, Eff. 3/30/84.)

46.6.902 DEFINITIONS IS HEREBY REPEALED (History: Sec. 53-7-102 and 53-7-203 MCA; IMP, Sec. 53-7-102 MCA; NEW, Eff. 1/3/77; REP, 1984 MAR, p. 511, Eff. 3/30/84.)

46.6.903 REHABILITATION FACILITIES STANDARDS

(1) Services will not be purchased for clients by the department from a rehabilitation facility until certification or provisional certification is attained from the department by that facility.

(2) The department will accept as its standards for vocational rehabilitation facilities the standards of the commission of accreditation of rehabilitation facilities (CARF) or for those facilities serving blind persons the standards of the national accrediting council (NAC) or of CARF. These standards will be applied to any rehabilitation facility where the department provides funding or purchases services or where the department has formal cooperative agreements.

(3) If certification is denied, the facility will be notified of the reasons for such decision thirty (30) days in advance of the date on which no more services will be purchased or grants awarded by the department.

(4) Facilities accredited by CARF or NAC will be adjudged to be certified.

(5) Duration of certification.

(a) The department will provide full certification upon receipt from the facility of records and reports attesting to its CARF or NAC accreditation. The tenure of the certification by the department shall be one year. The department may provide for provisional certification of a facility as provided for in subsection (7).

(b) The department, upon being apprised of any source of material change in the facility's functioning in terms of the standards or in terms of the failure of the facility to provide such records and reports as requested by the department, may review the facility's certification and may modify its certification decision. At the discretion of the department, such review may include an onsite visit.

(6) Provisional certification:

(a) The department may in its discretion provisionally certify a new facility during the first 6 months of its operation. At the termination of the tenure of provisional certification, the facility must meet the requirements for full certification. Findings of the department's facility staff will be summarized in a written report to the facility. If non-certification is the result of the site survey, another survey can be requested on a date six months subsequent to the date of the prior survey.

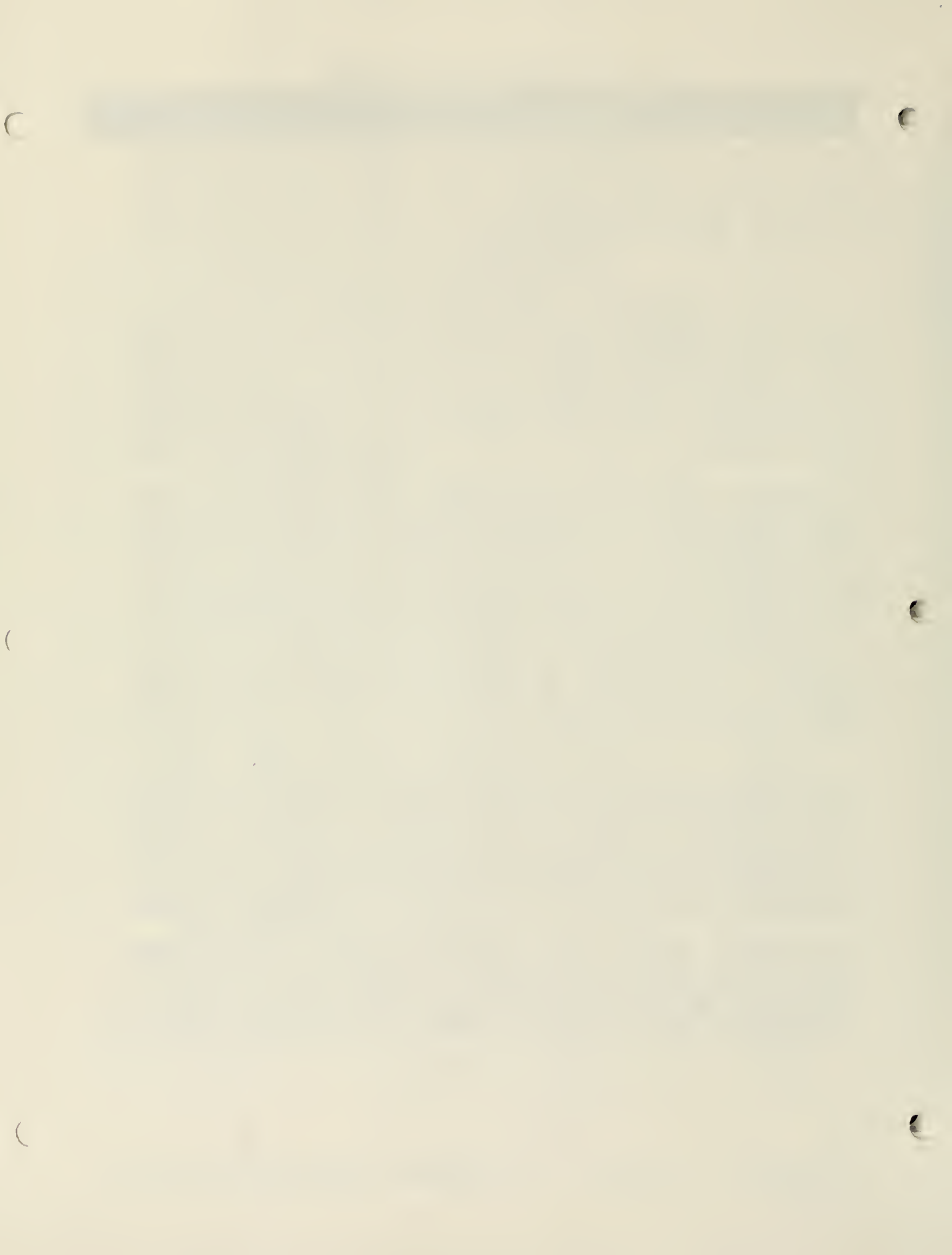
(b) The department may in its discretion provide an existing facility with a provisional six (6) month certification if that facility fails to meet CARF or NAC accreditation. No facility will be utilized beyond the six (6) month provisional certification unless CARF or NAC accreditation is received and the facility certified. The department may extend provisional certification where the lack of CARF or NAC accreditation is due to the failure of CARF or NAC to act.

(c) In order for a facility to receive provisional certification, the department must be provided with records, reports, and documents attesting to the facility's level of compliance with CARF or NAC standards. Evidence must be shown of the ability to meet CARF or NAC compliance within a 6 month period.

(7) CARF or NAC accreditation need not be required as the applicable standards for those types of facilities listed in ARM 46.6.908 or in ARM 46.9.907. For facilities or services not listed in ARM 46.6.908 or ARM 46.6.907 and not typically subject to CARF or NAC accreditation, the department will approve their utilization by clients if the facility or service is licensed by the department or other state agency, and such licensing is determined by the department to provide adequate standards.

(8) Out-of-state-facilities: Only those out-of-state rehabilitation facilities accredited by CARF or NAC will be utilized by the department. (History: Sec. 53-7-102, 53-7-203 and 53-7-302 MCA; IMP, Sec. 53-7-102, 53-7-103, 53-7-203, 53-7-302 and 53-7-303 MCA; NEW, Eff. 6/4/77; AMD, 1984 MAR, p. 511, Eff. 3/30/84.)

ATTACHMENT B



46.6.903 REHABILITATION FACILITIES STANDARDS FOR PROVIDERS: CERTIFICATION OF PROVIDERS OF PROGRAMS OR SERVICES

~~(1) Services will not be purchased for clients by the department from a rehabilitation facility until certification or provisional certification is attained from the department by that facility. A provider of services for applicants or clients of services provided through chapter 6 of Title 46 of the Administrative Rules of Montana that is an incorporated corporation delivering a program of vocational rehabilitation, visual rehabilitation, extended employment services or independent living services in order to receive certification from the department must be accredited by the appropriate accrediting body as specified on the following list:~~

~~(a) for vocational rehabilitation facilities and similar providers, the standards of the commission of accreditation of rehabilitation facilities (CARF);~~

~~(b) for providers serving persons with visual disabilities, the standards of the national accrediting council (NAC) or of CARF; and~~

~~(c) for providers of independent living services, the standards of the national council on disability (NCD).~~

~~(2) The department will accept as its standards for vocational rehabilitation facilities the standards of the commission of accreditation of rehabilitation facilities (CARF) or for those facilities serving blind persons the standards of the national accrediting council (NAC) or of CARF. These standards will be applied to any rehabilitation facility where the department provides funding or purchases services or where the department has formal cooperative agreements. A provider of services that in accordance with (1) must receive accreditation, may be provisionally certified by the department until the provider receives the appropriate accreditation. A provisional certification may not be for more than 18 months. A provider may not receive another provisional certification, consecutive with a prior provisional certification unless the department determines that the provisional recertification is necessary due to matters of process relating to the accreditation and that the provider is making a good faith effort to become accredited.~~

~~(3) The department will certify a provider of services that is not accredited as provided in (1) and that is necessary to the delivery of services to an applicant or client, if the provider is certified or otherwise approved by a state or federal agency with which the department has a cooperative agreement concerning the coordinated delivery of services to a class of persons to which the person belongs.~~

~~(34) If certification is denied, the facility provider will be notified of the reasons for such decision thirty (30) days in advance of the date on which no more services will be purchased or grants awarded by the department.~~

~~(4) Facilities accredited by CARF or NAC will be adjudged to be certified.~~

~~(5) Duration of certification.~~

(a5) The department will provide full certification of a provider upon receipt from the facility provider of records and reports attesting to its CARF or NAC accreditation. The tenure of the certification by the department shall be one year may be up to 3 years. The department may provide for provisional certification of a facility as provided for in subsection (7).

(ba) The department, upon being apprised of any source of material change in the facility's functioning in terms of the standards or in terms of the failure of the facility to provide such records and reports as requested by the department, may review the facility's certification and may modify its certification decision. At the discretion of the department, such review may include an onsite visit.

~~(6) Provisional certification:~~

~~(a) The department may in its discretion provisionally certify a new facility during the first 6 months of its operation. At the termination of the tenure of provisional certification, the facility must meet the requirements for full certification. Findings of the department's facility staff will be summarized in a written report to the facility. If non-certification is the result of the site survey, another survey can be requested on a date six months subsequent to the date of the prior survey.~~

~~(b) The department may in its discretion provide an existing facility with a provisional six (6) month certification if that facility fails to meet CARF or NAC accreditation. No facility will be utilized beyond the six (6) month provisional certification unless CARF or NAC accreditation is received and the facility certified. The department may extend provisional certification where the lack of CARF or NAC accreditation is due to the failure of CARF or NAC to act.~~

~~(c) In order for a facility to receive provisional certification, the department must be provided with records, reports, and documents attesting to the facility's level of compliance with CARF or NAC standards. Evidence must be shown of the ability to meet CARF or NAC compliance within a 6 month period.~~

~~(7) CARF or NAC accreditation need not be required as the applicable standards for those types of facilities listed in ARM 46.6.908 or in ARM 46.9.907. For facilities or services not listed in ARM 46.6.908 or ARM 46.6.907 and not typically subject to CARF or NAC accreditation, the department will approve their utilization by clients if the facility or service is licensed by the department or other state agency, and such licensing is determined by the department to provide adequate standards.~~

~~(8) Out-of-state facilities: Only those out-of-state rehabilitation facilities accredited by CARF or NAC will be utilized by the department.~~

AUTH: Sec. 53-7-102, 53-7-203, 53-7-206, 53-7-302 and 53-7-315 MCA;

IMP: Sec. 53-7-102, 53-7-103, 53-7-203, 53-7-302 and 53-7-303 MCA

Rationale: The proposed changes to ARM 46.6.903, "standards for providers: accreditation of providers of programs or services", are necessary to provide terminology and language appropriate to the program, to provide service standards for the protection of persons receiving independent living services by including for providers of independent living services the accreditation standards of the National Council on Disability (NCD), to facilitate the availability of services in communities without providers accredited by one of the accepted accrediting bodies by recognizing the certification or approval of a provider by another public agency and to limit certification to programs of services.

46.6.906 ENFORCEMENT OF STANDARDS FOR PROVIDERS: ON-SITE EVALUATION (1) The department periodically will evaluates the quality of services provided to department clients by ~~rehabilitation facilities providers~~. This will be is accomplished through personal visitations by representatives of the department, by written reports, by consultation with official accrediting agencies, and through other effective means.

AUTH: Sec. 53-7-102, 53-7-203, 53-7-206, 53-7-302 and 53-7-315 MCA;

IMP: Sec. 53-7-102, 53-7-103, 53-7-203, 53-7-302 and 53-7-303 MCA

Rationale: The proposed changes to ARM 46.6.906, "standards for providers: on-site evaluation", are necessary to provide terminology and language appropriate to the program.

46.6.907 STANDARDS FOR SPECIFIC TYPES OF PROVIDERS

~~(1) The department for the purposes of providing vocational rehabilitation services will insure that appropriate licensing and service standards are met by providers.~~

~~(a) Medical diagnosis and medical treatment may be provided only by physicians licensed to practice medicine and surgery and otherwise qualified by training and experience to perform the specific services required.~~

~~(b) Physical or occupational therapy may be provided only by therapists who are registered or have graduated from a school for the training of therapists generally accepted by the profession, and who are licensed by the state.~~

~~(c) Nursing services may be provided only by registered nurses or persons who are eligible to be registered.~~

~~(d) Dental diagnosis and dental treatment may be provided only by dentists who are licensed to practice dental surgery, and otherwise qualified by training and experience to perform the specific dental service required.~~

~~(e) Optometry services may be provided only by licensed optometrists.~~

~~(f) Osteopathic services may be provided only by medically licensed osteopaths.~~

~~(g) Prosthetic services may be provided by prosthetists certified by the American board for certification of the prosthetic and orthopedic appliance industry, inc. In the event there are not prosthetists available who meet such standards, the department will utilize the services of those prosthetists who are acceptable to other public and private agencies.~~

~~(h) Speech and hearing services may be provided only by therapists certified by the American speech and hearing association as clinical competent and/or who are licensed by the state of Montana.~~

~~(i) Psychological services may be provided only by psychologists who are licensed to practice psychology in Montana or employed as a psychologist for an institution, academic institution, governmental agency or research laboratory provided these persons are performing the duties for which they were employed by these organizations.~~

(1) Providers of services to applicants and clients must be licensed or certified in accordance with any state laws or regulations and professional standards applicable to the conduct of their profession and the delivery of their services.

~~(2) The department will determine which of the medical services required are specialty services. Specialty Mmedical services determined to be specialty services will may be rendered only by physicians found by the department to be specialists professionals qualified to perform the particular specialty service required. In providing specialty medical service, the department will use medical specialists who hold certificates of the American medical specialty board, where such boards have been established, or physicians who have established eligibility to examination by such boards; or, when no physicians are available in one of these fields who meet either of the above standards, other qualified physicians, approved by the department's medical consultant, are used.~~

~~(3) The department has established and will maintain standards for selection of training personnel who are qualified to conduct and carry out Training personnel for applicants or clients must meet qualifications that the department determines are necessary for satisfactory conduct of instructional services as relates necessary to the specific training needed.~~

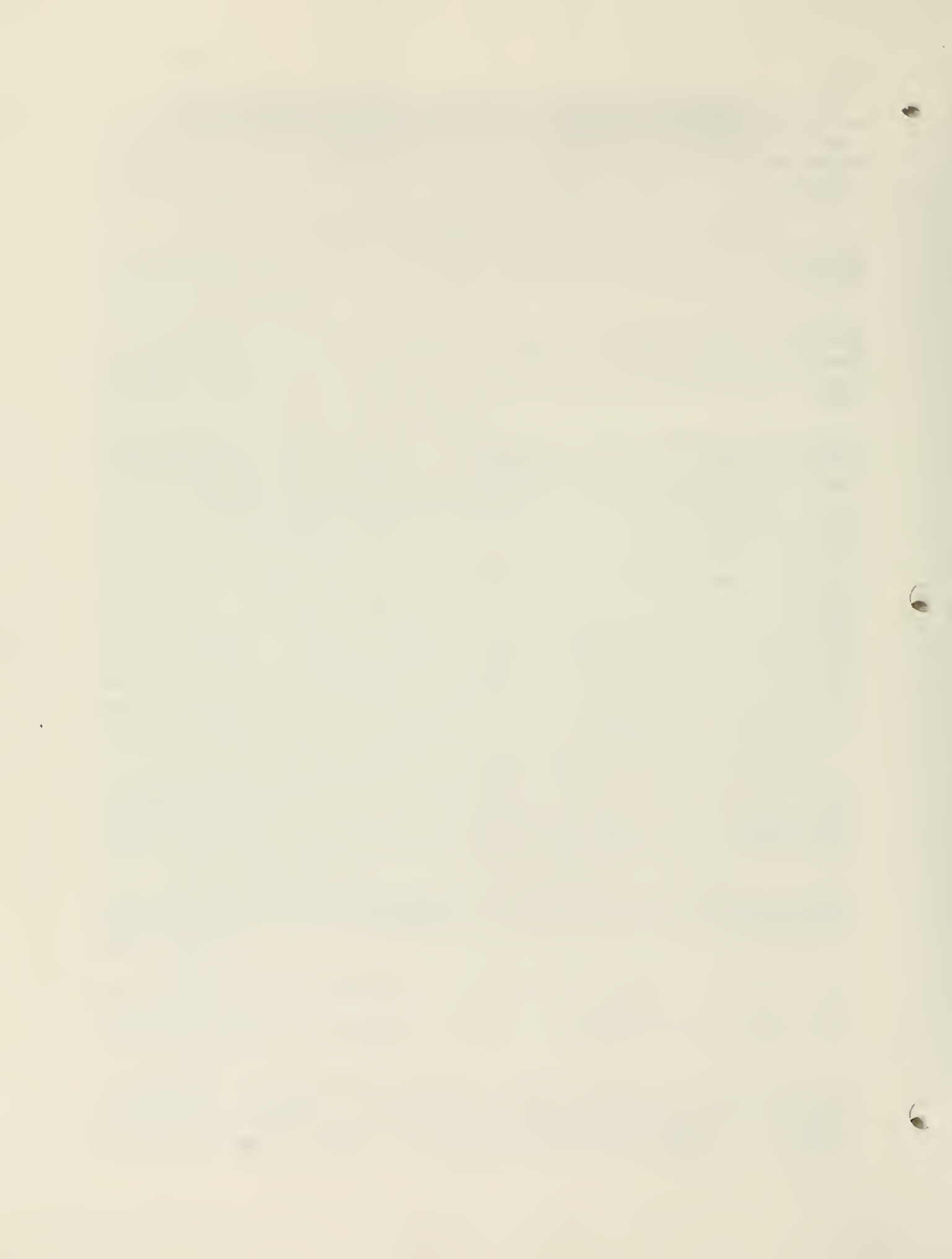
(4) Reimbursement is not available to a provider of services that the department determines does not have appropriate or necessary qualification necessary for the delivery of the service.

AUTH: Sec. 53-7-102, 53-7-203, 53-7-206, 53-7-302 and 53-7-315 MCA;

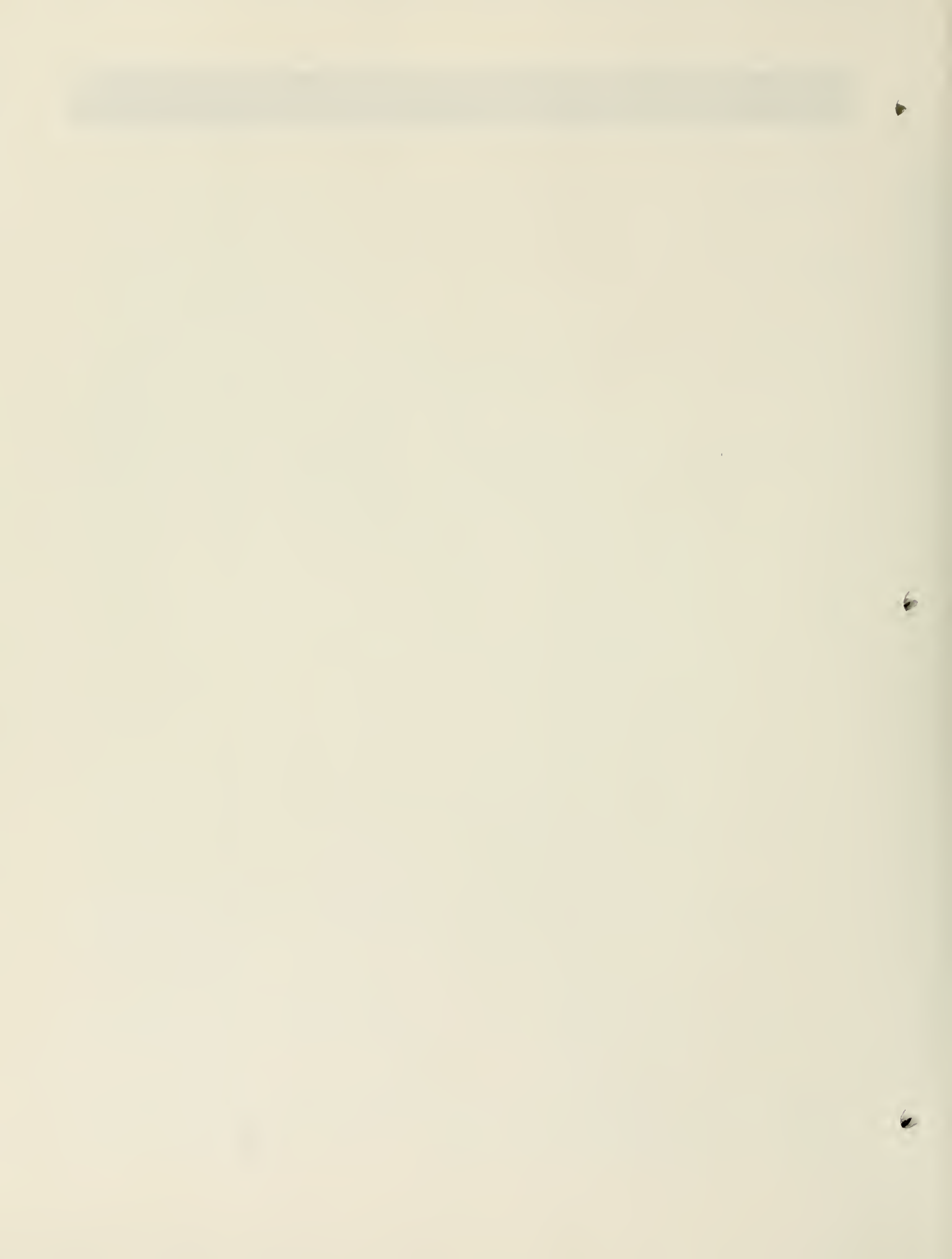
IMP: Sec. 53-7-102, 53-7-103, 53-7-203, 53-7-302 and 53-7-303 MCA

Rationale: The proposed changes to ARM 46.6.907, "standards for providers: specific standards", are necessary to provide terminology and language appropriate to the program, to remove service standards that are duplicative of standards already

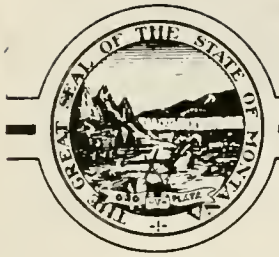
existing and applicable under other authorities and to protect clients from unqualified providers of service by providing that reimbursement is not available to providers whom the department determines are unqualified or not appropriate.



ATTACHMENT C



DEPARTMENT OF
SOCIAL AND REHABILITATION SERVICES



STAN STEPHENS
GOVERNOR

JULIA E. ROBINSON
DIRECTOR

STATE OF MONTANA

1211 GRAND AVENUE
BILLINGS, MONTANA 59102
(406) 248-4801
FAX 245-2456

Vocational Rehabilitation

June 3, 1992

To: Joe Matthews Agency Administrator

From: Thomas M. Audet, Rehab Counselor/Supervisor
Facility Liaison, CRC

Re: Billings Area Facility Plan

As you know, Rehab Facilities around the state are going through changes that will greatly affect their service delivery systems. In Billings, these changes have been taking place for a number of years. I can remember back in the early 1980's when Counselors began to question the service delivery systems that were offered by Billings Workshop. The Billings Workshop (now COREnterprises) has responded to changes quite well. In Billings, however, we also got our first taste of Supported Employment because of the efforts of Job Connection. Job Connection has been operating for over 10 years and is a leader in the area of Supported Employment. One thing is for sure, change is inevitable. In this plan, I will attempt to describe the service delivery system for facilities that will be taking place for the next three years. However, during that time, new ideas and new services will surely surface. I believe that Rehab Facilities, Rehab Counselors, and Rehab Managers must continue to be flexible and welcome change. For change is really the only thing we can count on.

In the Billings area, Vocational Rehabilitation Counselors have the choice of using several area providers of facility related services. Those providers are COREnterprises, Job Connection, Inc., and the Mental Health Center. Each provider has a unique area of expertise which gives consumers in the Billings area a choice that will hopefully meet their needs when it comes time to seek employment in the community. Employment in the community is the overwhelming choice of most all our clientele and this plan is designed to help them obtain that goal.

First of all, let me describe the services at COREnterprises. COREnterprises has been operating in the Billings area since the early 1970's. Of the three service providers, they represent what we in VR would define as the traditional provider of facility services (ie. vocational evaluation,

Work Adjustment Training, and Sheltered Employment). However, in the past several years, they have implemented many changes that have reflected their commitment to service people with disabilities in the community. For example, they changed their name from Billings Workshop to COREnterprises. COREnterprises stands for Community Options Resource Enterprises.

At this point, I will now describe the services provided at COREnterprises:

VOCATIONAL EVALUATION

This service has undergone some minor changes in the past several years, but for the most part, it still is a traditional Vocational Evaluation. The Evaluator provides Counselors with written feedback that pertains to clients' performance on aptitude tests, achievement tests, work samples, and interest inventories. Counselors can also request a psychological evaluation as part of the overall vocational evaluation. They also can request shorter versions of testing which could include a mini evaluation, occupational investigation, and career exploration. Counselors are given the flexibility to ask for these tests which will give them information they need to counsel and guide their clients. (See attached Fee Schedule for fees.)

During the past few years, Counselors have not used vocational evaluations as much as they once used to (see attachment Worksheet A). Counselors would like to see a situational Work Evaluation be developed. At this point, we have not developed a formal situational evaluation, but I would expect that COREnterprises and the Billings VR Office would try to come up with a situational evaluation to further assess client abilities. Negotiations will take place during the upcoming fiscal year to develop this service and get it on the service menu, complete with fees for service.

WORK ADJUSTMENT TRAINING

This traditional service has also dropped off in use during the past several years (see Worksheet A). Counselors favor job development and job coaching models over traditional Work Adjustment Training. However, this service is still available for those clients that may need it. It is purchased at the daily fee (see Fee Schedule). Work Adjustment Training can be done both in the facility and in the community. I do expect the numbers served in this category to remain low, especially in the area of facility based Work Adjustment (see Worksheet A). VR used to fund 12 slots for Work Adjustment. This year we have funded about three or four slots in Work Adjustment.

SUPPORTED EMPLOYMENT

COREnterprises has developed excellent services in this area in the past few years. They use the individual job development and job coaching models to serve clientele. They use the VREE program, Mental Health, and the DD Program to secure long term support or sign off. I expect numbers served in this category to remain stable for the next three years. I also anticipate that the funding ceiling will be adequate to accomplish goals and objectives. COREnterprises has been able to tap facility set aside funds in the past when Title 6-C and 110 funds were not available.

JOB DEVELOPMENT AND JOB COACHING SERVICES

This area has seen much expansion during the past several years. Because of its success, traditional Work Adjustment Service numbers have gone down. This is truly a consumer driven model. Clientele with all types of disabilities have expressed a desire to work in the community and earn competitive wages. This service attempts to meet those needs, and so far, has been very successful in doing so. Most of the facility set aside dollars will be spent in this area. I expect numbers served in job development and job coaching to increase next year and will cap off at about 125 clients served per year. To do more would probably require additional staff at COREnterprises. However, of those 125 clients, I expect that 85 will be placed into status 22 and of those 85, that 60 will be closed Successfully Rehabilitated, Status 26. The hourly fee is used to pay for this service (see fee schedule). Job developers do intense job development in the community with specific clients in mind. Once the client is placed, they can provide job coaching to help the client adjust to the work and environment and learn skills necessary to perform the job. Not all client will need job coaching, but most clients want assistance with job development and job placement.

The Placement Specialist serves as the lead person in this unit. The \$20,000 placement grant will continue to be needed to partially fund her position. She screens referrals, directs the job developers and helps decide whether or not job coaching is necessary. She also teaches Job Club and is the direct link between the VR Office and the Job Development and Job Coaching unit.

COREnterprises has also expanded their Community Janitorial contracts. They now have contracts at Metra Park which includes the actual Fairgrounds and the Metra arena. They also have a contract with the Federal Building. To help clients with severe disabilities adjust to these new environments, facility set aside dollars could also be expended in the form of job coaching or at the hourly rate. Typical clients served under this category would be in-house sheltered employees who could benefit from transitioning out of the facility to these community contracts. I have no indication as to how many clients could be served under this plan, at this time. The outcome may continue to be sheltered employment, but clients will be working in community settings and will have the chance to earn more and be more productive. Workers on janitorial contracts are generally kept quite busy, as compared to facility based contracts.

VREE SHELTERED EMPLOYMENT AND LONG TERM SUPPORT

COREnterprises continues to serve VREE clients in sheltered employment. As mentioned, most VR clientele do not request sheltered employment services. Presently, there are about 10 clients in sheltered employment. I expect those numbers to decrease over the next three years. Several of the remaining VREE clientele are there because they feel comfortable in sheltered employment, particularly in the wood shop area. However, some of them may simply stop working and some will transition out of the shop into community based employment which will further decrease the number of people served in sheltered employment. While the Juncture A List is quite lengthy in the Billings area, it is my belief that most people want a community based service or a supported employment service.

Most of the VREE caseload will expand in the area of long term support. COREnterprises currently services eight people in long term support, and I do expect these numbers to increase over the next three years. To continue to expend the VREE budget at present levels will require an increase in those being served in long term support. I estimate that the VREE budget will be spent at ceiling levels for next year.

As you can see, COREnterprises is working hard to become a Community Based facility. Conversion from a traditional sheltered workshop to a Community Based facility has been difficult financially. Staff members have had to give up traditional job roles and accept new duties to enhance this conversion. It has meant giving up 8:00 am to 5:00 pm hours and shift to work schedules that meet the clients' needs. Flexibility has been the key to success so far. However, I believe the staff at COREnterprises is making this adjustment quite effectively. I also believe that they will earn most of the facility budget this year. They will need their facility budget to be at ceiling levels next year. Case Managers, educators, and social workers have expressed positive comments about COREnterprises efforts. As a result of their changes, people with disabilities have an effective link to community based employment.

JOB CONNECTION, INC.

Job Connection, Inc. has been a leader in Supported Employment services for many years. They offer job development, job coaching, and long term follow along. They have been funded through grants, DD funding, 110 funding, Title 6-C funding and most recently VREE funding. Job Connection Inc. has been highly successful in placing clients with severe disabilities in integrated employment. They consistently produce above and beyond their goals from year to year. For example, I believe they were required to place six people in supported employment successfully and this year they have placed 14 people successfully. I am requesting that their funding be increased \$10,000 for fiscal year 1992-93. The \$10,000 increase will be taken out of the Billings District 110 Budget. For the past several years, Job Connection has spent their Title 6-C budget and 110 budget before the end of the fiscal year. But, they do not stop providing services. For the past three years, Job Connection has provided VR clients with anywhere from \$5,000 to \$10,000 in free job coaching. The \$10,000 increase in funding will ensure that Job Connection will continue to be able to provide services to VR clientele.

I do expect that with this additional funding, their success rate will continue to be high. They do typically serve more supported employment clients in comparison to other vendors anyway (see Worksheet A). In the area of VREE, Job Connection currently serves five clients in long term support. They will attempt to expand that number to nine clients for next year and will probably maximize at 10 clients for the next two years.

In Billings, we are really blessed to have a top notch vendor like Job Connection, Inc. serving VR clientele. I believe we need to continue supporting them and their efforts to place severely disabled into the community. DD Case Managers, Mental Health Workers, Rehab Counselors, and clients have all expressed satisfaction with the service delivery system provided by Job Connection, Inc.

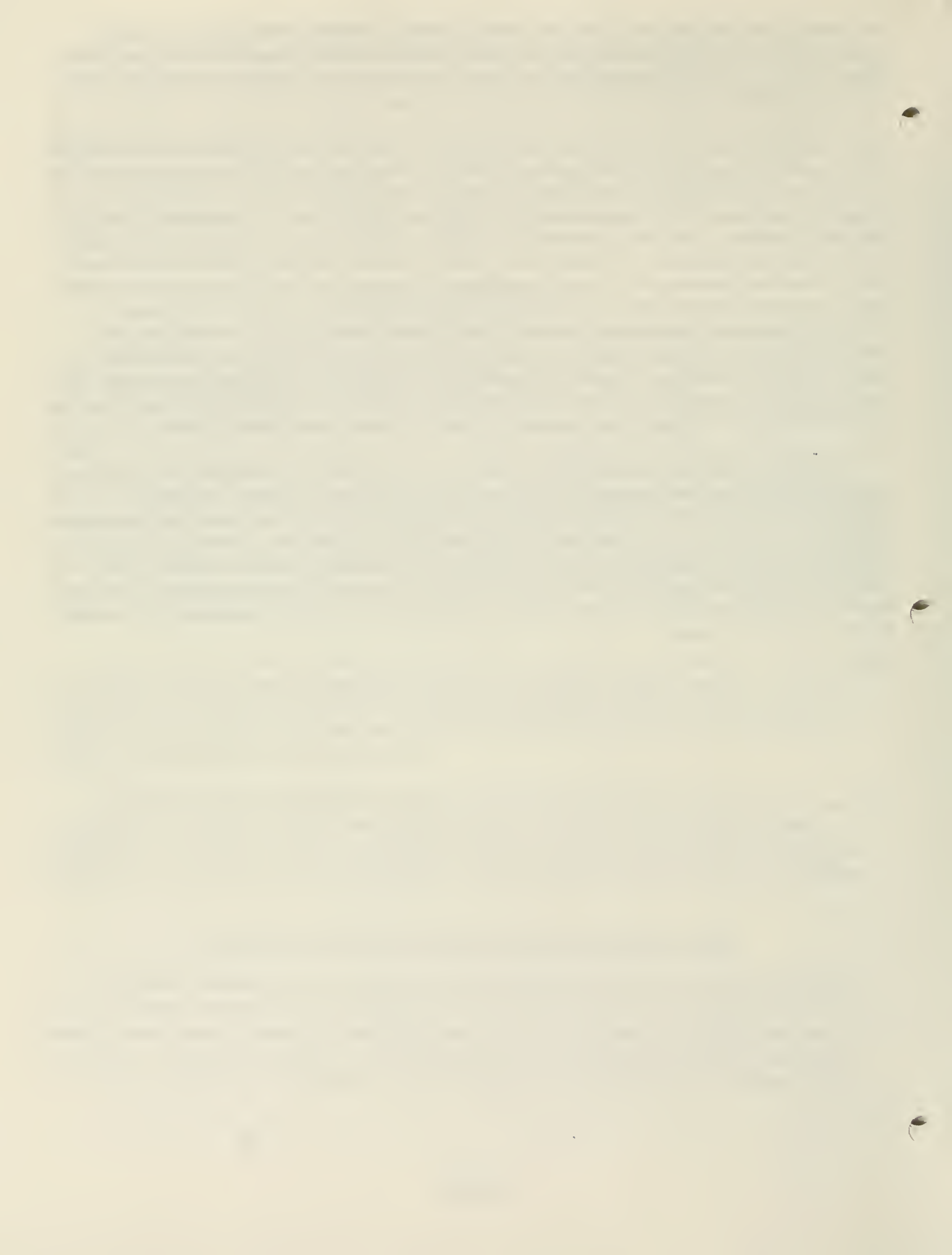
BILLINGS MENTAL HEALTH CENTER AND "THE HUB"

Vocational Rehabilitation has enjoyed a long standing relationship with the Mental Health Center in Billings. For the past several years, Mental Health has agreed to provide long term follow along to Mental Health clientele that needed this service. Job Connection and CORE have both provided time limited job coaching services to Mental Health clientele and then have transferred the case to Mental Health Case Managers for long term support. Mental Health will continue to sign off

and provide long term support. They are currently serving 10 Mental Health clients in long term support. This provides the Billings area with a much needed long term sign off for this population. These numbers should remain consistent for the next several years, but there is the possibility that they will increase now that "THE HUB" is up and running.

At this point, I would like to discuss THE HUB. Rather than describe these services in detail, I have enclosed a rough draft of their proposed plan of service. It certainly looks as though it will fill in some gaps in our overall service delivery system for Mental Health clientele. It encourages cooperation between VR, Job Connection, Inc., CORE, and THE HUB. It will especially provide valuable information in the area of assessment for Mental Health clientele in actual work situations. Rehabilitation Counselors and Job Coaches will benefit from that information when it comes time to make community placements for Mental Health clients. I am also enclosing a pamphlet that describes THE HUB's other purpose which is to provide a safe place for homeless mentally ill to gather, socialize, have access to recreation, and much needed Mental Health services. At this time, THE HUB is being funded through a variety of grants and other Mental Health dollars. I believe the Mental Health Center will be approaching Vocational Rehabilitation for additional grant monies. If possible, I believe we need to support their efforts. They certainly have done an excellent job putting together "THE HUB." It really does provide our community with a much needed service.

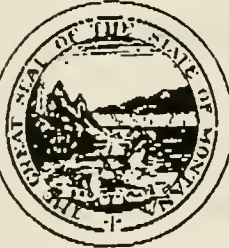
That concludes the facility plan for the service delivery systems in the Billings area. As you may have noticed, the word community is used extensively throughout the plan. Providers of Rehabilitation services have listened to our clientele and have acted on their wishes to be placed in jobs in the community. In the 1960's and 1970's, de-institutionalization was the buzz word of the day. Today, integrated employment is our #1 priority. People with all types of disabilities can benefit from these services. I believe we must continue to listen carefully to our clients. We must keep an open heart and mind, for many times it is our clients that have the best ideas when it comes to their Rehabilitation needs.



	90	91	92	93	94	95
CORenterprises						
WORK ADJUSTMENT						
COMMUNITY BASED		26	75	125	125	125
SHELTERED	41	26	15	15	15	15
TOTALS	41	52	90	140	140	140
VOCATIONAL EVALUATION						
COMMUNITY BASED						
TRADITIONAL	38	161	60	75	80	85
VISUAL ADAPTED						
TOTALS	38	161	60	75	80	85
SUPPORTED EMPLOYMENT						
DEVELOPMENTAL DISABILITY	4	4	4	4	2	2
SERIOUS MENTAL ILLNESS	2	5	3	3	4	4
VREE SIGNOFF	2	5	4	2	3	3
PRIVATE SIGNOFF						
TOTALS	8	14	11	9	9	9
VREE SHELTERED	24		11	9	8	7

	90	91	92	93	94	95
JOB CONNECTION						
WORK ADJUSTMENT						
COMMUNITY BASED						
SHELTERED						
TOTALS	0	0	0	0	0	0
VOCATIONAL EVALUATION						
COMMUNITY BASED						
TRADITIONAL						
VISUAL ADAPTED						
TOTALS	0	0	0	0	0	0
SUPPORTED EMPLOYMENT						
DEVELOPMENTAL DISABILITY	11	7	8	8	8	8
SERIOUS MENTAL ILLNESS	10	9	10	10	10	10
VREE SIGNOFF			5	9	10	10
PRIVATE SIGNOFF						
TOTALS	21	16	23	27	28	28
VREE SHELTERED PLACEMENT						

DEPARTMENT OF SOCIAL & REHABILITATION SERVICES



STAN STEPHENS, GOVERNOR

708 PALMER
BOX 880

STATE OF MONTANA

(406) 232-0543

MILES CITY, MONTANA 59301

June 15, 1992

Mr. Joe Mathews, Administrator
SRS - Rehabilitative and Visual Services Divisions
111 Sanders - P.O. Box 4210
Helena, Montana 59604

Dear Joe:

Attached you will find consensus statements which were developed jointly with Eastern Montana Industries in our Miles City area planning meeting. The needs of our Clients are changing. We perceive ourselves to have a good working relationship with Eastern Montana Industries, and as a result we will, hopefully, be able to meet those needs.

Specifically, we are not seeing as much need for traditional Vocational Evaluations. We want to move toward fewer evaluations that are more tailored to a Consumer's specific needs. Utilizing less of our Facility set aside money for evaluations will allow us to redirect those funds into a more employment focused Work Adjustment Training Program and include more Job Development and Coaching in that.

Our second goal is to begin development of Community Based Work Adjustment training. EMI has projected development of three sites in the next three years. One of those would be in each of the following communities; Miles City, Sidney, and Glendive.

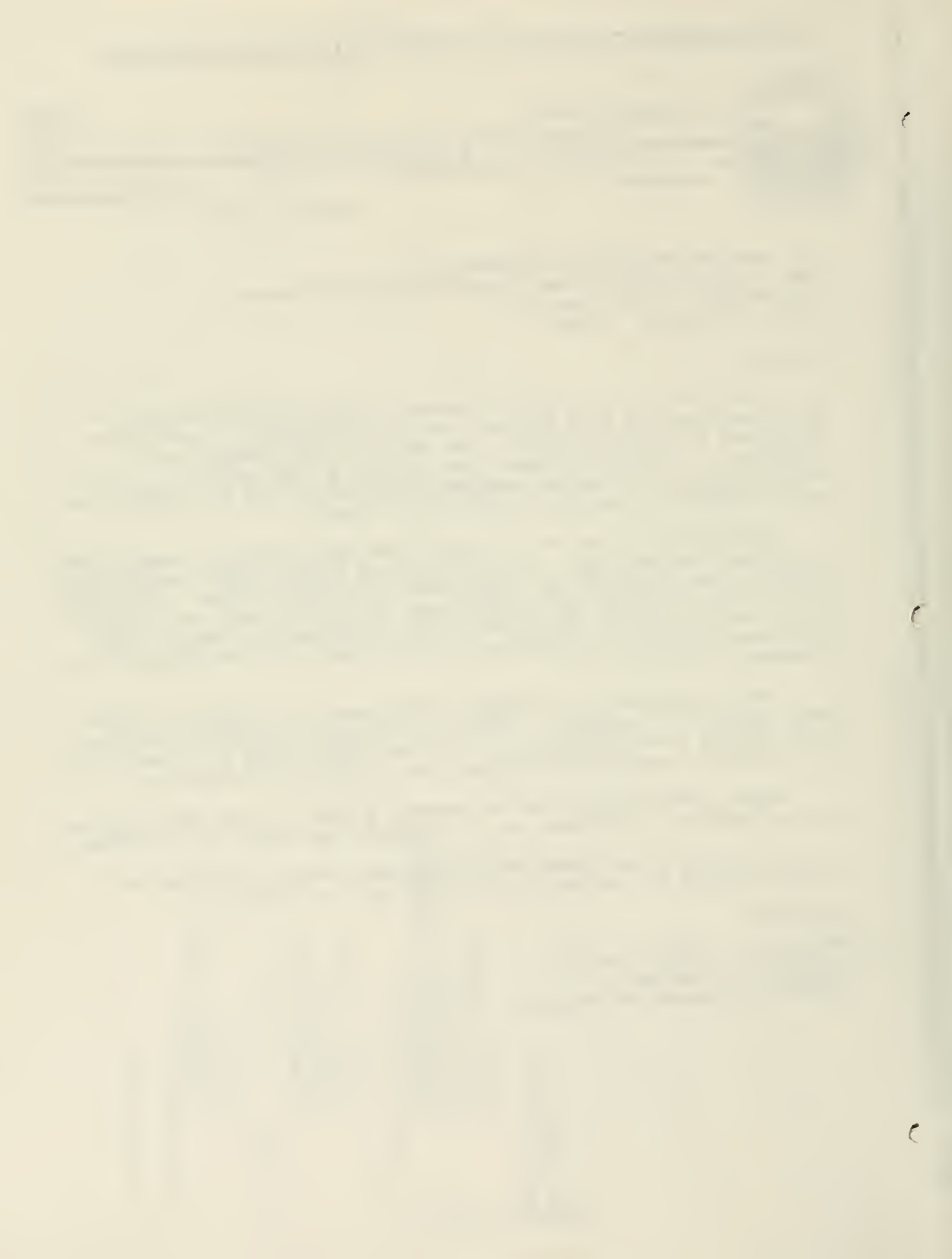
Given these goals I am not seeing a need to make any changes in the funding allocations as it has been set forth at this time.

If you have any questions please feel free to contact me. I look forward to our next conference call on June, 29.

Sincerely,

A handwritten signature in cursive script that reads "Kathleen Beauchot".

Kathleen M. Beauchot
RSD/VSD Counselor Supervisor



WORKSHEET B

UNMET NEEDS AND SERVICE REQUEST

This worksheet addresses requests for the development of new services and resources within a community.

District HSM Supervisor signature	Date	Facility Liaison signature
District _____		
<p>Please describe the consumer population requiring service</p> <p>Disabled individuals who have made application for VR services in a 12-county area of rural Montana comprising 39,000 square miles. This population has primarily been engaged in heavy to medium manual laboring occupations.</p>		
<p>What life needs must be addressed: transportation, skill training, enhancement and preparation for limited sedentary job base.</p>		
<p>What is the recommended service: Individualized vocational evaluations and community based on site evaluations utilizing consensus formed by client, VR counselor, and vocational evaluator to establish needs appropriate testing.</p>		
<p>Who is the recommended provider (s)</p> <p>Eastern Montana Industries P O Box 759 Miles City, MT 59301</p>		
<p>How many VR clients per year would be referred by our office to benefit from this service</p>		
<p>Title I _____ Title VI-C _____ Title VII Independent Living _____</p>		

WORKSHEET B

UNMET NEEDS AND SERVICE REQUEST

This worksheet addresses requests for the development of new services and resources within a community.

District HSM Supervisor signature	6-15-92 Date	<i>Kathleen Beauchet</i> Facility Liaison signature
District _____		
<p>Please describe the consumer population requiring service Disabled individuals who have made application for VR services in a 12-county area of rural Montana comprising 39,000 square miles. This population has primarily been engaged in heavy to medium manual laboring occupations.</p>		
<p>What life needs must be addressed: The need for an actual job setting as opposed to simulated job setting.</p>		
<p>What is the recommended service: Community based work adjustment training more closely simulating an actual employment, including integration with non-disabled co-workers.</p>		
<p>Who is the recommended provider (s) Eastern Montana Industries P O Box 759 Miles City, MT 59301</p>		
<p>How many VR clients per year would be referred by our office to benefit from this service</p>		
<p>Title I _____ Title VI-C _____ Title VII Independent Living _____</p>		

EASTERN MONTANA INDUSTRIES

WORK ADJUSTMENT

COMMUNITY BASED
SHELTERED
TOTALS

90	91	92	93	94	95
0	0	0	2	4	6
11	11	9	8	6	4
11	11	9	10	10	10

VOCATIONAL EVALUATION

COMMUNITY BASED
TRADITIONAL
VISUAL ADAPTED
TOTALS

90	91	92	93	94	95
0	0	0	6	12	12
58	69	61	30	24	24
58	69	61	36	36	36

SUPPORTED EMPLOYMENT

DEVELOPMENTAL DISABILITY
SERIOUS MENTAL ILLNESS
VREE SIGNOFF
PRIVATE SIGNOFF
TOTALS

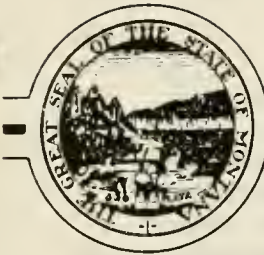
90	91	92	93	94	95
6	5	5	2	2	2
3	5	6	1	1	1
3	5	6	5	5	5
	1				
12	16	17	8	8	8

VREE SHELTERED
PLACEMENT

90	91	92	93	94	95
4	4	4	4	4	4
0	0	0	1	2	3



DEPARTMENT OF
SOCIAL AND REHABILITATION SERVICES



STAN STEPHENS
GOVERNOR

JULIA E. ROBINSON
DIRECTOR

STATE OF MONTANA

700 Casey
Butte, Mt. 59701
723-6537

June 12, 1992

To: Bob Jahner
From: Joe Murphy
Patricia Fandrich
Re: FY93 Butte District Facility Plan

The following is Butte District's facility plan:

Butte Sheltered Workshop:

Butte District plans on continuing Work Adjustment, Vocational Evaluations, VREE and Supported Employment at Butte Sheltered Workshop:

Work Adjustment (Sheltered): 35 client months--
approximately 6-8 clients

Vocational Evaluations: 99

VREE Sheltered: 5

Supported Employment: 5 (3-4 VREE sign-offs and 1-2 from DD Division)

These estimates are based on previous utilization of services.

We currently have 2 VREE Expansion slots located at Butte Sheltered Workshop; they will continue there.

Placement, community-based work adjustment, and Community Outreach are priorities for Butte VR staff. Placement services are our most pressing need. We're requesting that a three year establishment grant be considered for the Butte area. We have proposed that the facility will provide \$5,000 per year for three years; VR will match it with \$15,000 per year. At the end of three years our district will commit \$20,000 per year from 110 monies to continue the service. Continued funding is contingent, however, on satisfactory placement performance on the part of the facility.

Butte Sheltered Workshop has expressed interest in providing placement services and is in the process of identifying what financial resources they could use in order to meet the match. They understand that any grant would be RFP'd to the local Butte area. We are not in a position this year to attempt expanding into the areas of community-based work adjustment or Community Outreach.

Helena Industries:

We plan on continuing Work Adjustment, Community Outreach (HPAT), Vocational Evaluations, VREE and Supported Employment at Helena Industries:

Work Adjustment:	21
Outreach:	18
Vocational Evaluations:	110
VREE Sheltered:	21
Supported Employment:	5 (VREE Sign-offs)

Work Adjustment and Outreach numbers are based on counselor estimates; Vocational Evaluations, VREE sheltered and Supported Employment is based on previous utilization.

We are utilizing two VREE Expansion slots at Helena Industries. They are currently being used for long term follow along for three individuals in supported employment.

Helena Industries has requested that we include another category for Intensive Work Adjustment and Intensive VREE (see attached work sheet and justification from HRI staff). We are currently purchasing the services for a select number of clients and would like to continue for next year.

We also request that placement services through Helena Industries' placement contract be continued. At this point we don't have a preference between contract services or fee for services but are willing to explore it.

Reach:

We plan to continue Supported Employment services at Reach. Our plans include:

Supported Employment: 3 (DD sign-off)

Community Based (placement and training but no long term follow along): 2

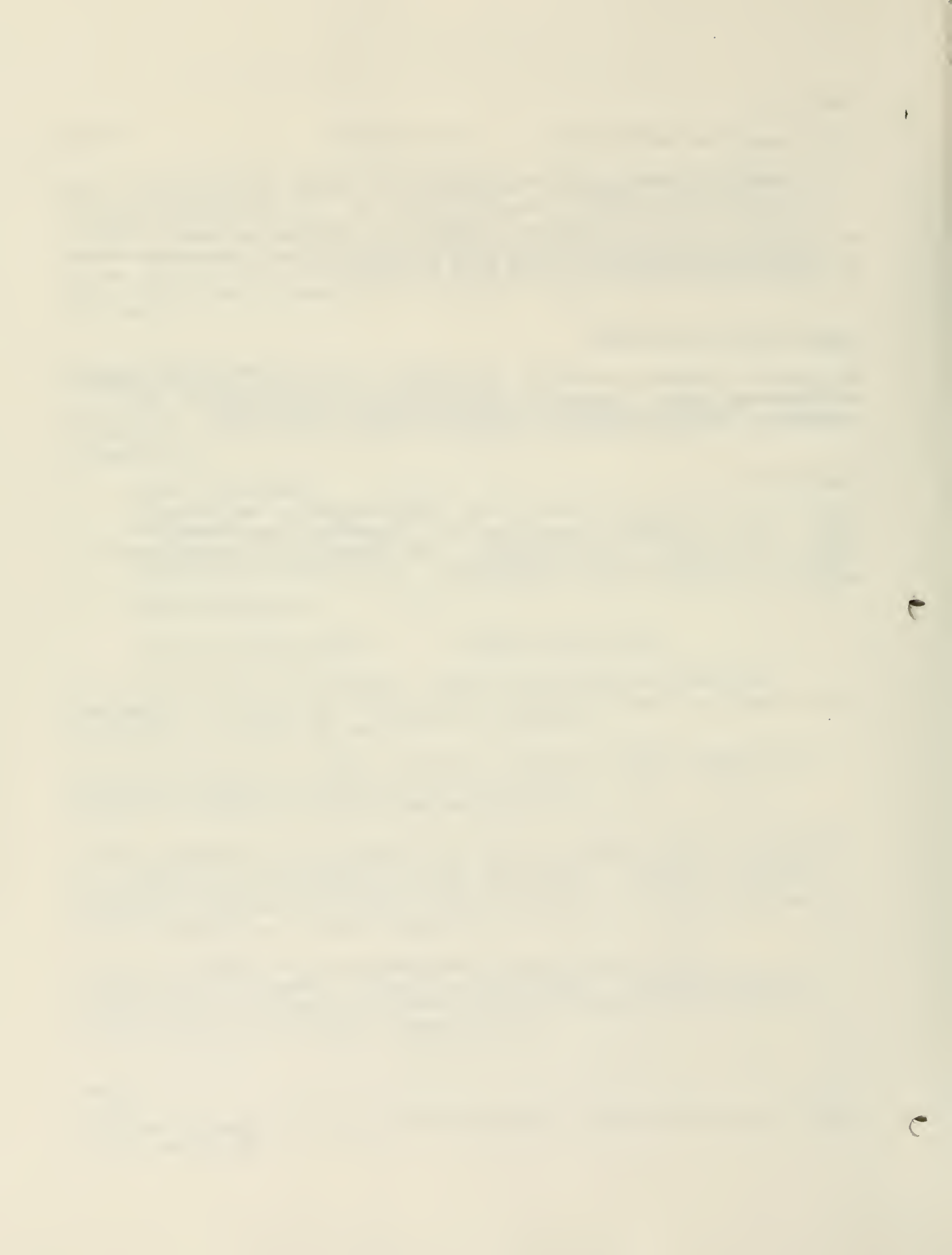
We currently have one VREE Expansion slot located at Reach. It is being utilized as the long term sign-off for an individual who is currently placed.

Mental Health Services:

We plan to continue Supported Employment services at Silver House and Montana House. Seven 26 closures are planned between the two programs. Mental Health will provide the follow along.

At Large:

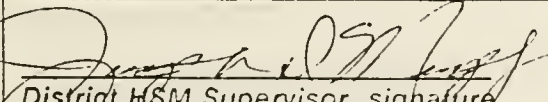
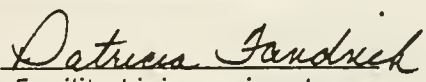
We plan on continuing with our one VREE Expansion "at large" slot. It is currently committed to a supported employment individual placed in Livingston. VREE Expansion is being used to purchase services from Counterpoint.



WORKSHEET B

UNMET NEEDS AND SERVICE REQUEST

This worksheet addresses requests for the development of new services and resources within a community.

 District HSM Supervisor signature	<u>6-12-92</u> Date	 Facility Liaison signature
--	------------------------	--

District Butte

Please describe the consumer population requiring service

Work Adjustment and VREE clients with more intense needs, including higher staff/client ratios and more one-on-one. This population often has traumatic brain injuries which cause significant and severe impairments. However, this service will not be limited to persons with traumatic brain injuries.

What life needs must be addressed:

Vocational: WAT and VREE Services

What is the recommended service:

Intense WAT and VREE Services

Who is the recommended provider (s)

Helena Industries

How many VR clients per year would be referred by our office to benefit from this service

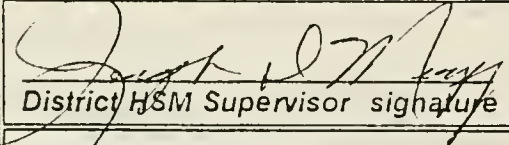
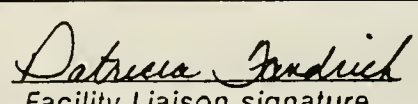
Title I 6-8

Title VI-C _____

Title VII Independent Living _____

UNMET NEEDS AND SERVICE REQUEST

This worksheet addresses requests for the development of new services and resources within a community.

 District HSM Supervisor signature	<u>6-12-92</u> Date	 Facility Liaison signature
District <u>Butte</u>		
<p><i>Please describe the consumer population requiring service</i> Our targeted group is the general VR population who are in the process of a job search. Many require more intensive job development/placement services than we can currently offer.</p>		
<p><i>What life needs must be addressed:</i> Vocational: Job Placement</p>		
<p><i>What is the recommended service:</i> Job development/job placement for general VR caseloads</p>		
<p><i>Who is the recommended provider (s)</i> Butte Sheltered Workshop</p>		
<p><i>How many VR clients per year would be referred by our office to benefit from this service</i> Title I <u>10 referrals</u>; 5 26's Title VI-C _____ Title VII Independent Living _____</p>		

BUTTE SHELTERED WORKSHOP	90	91	92	93	94	95
WORK ADJUSTMENT						
COMMUNITY BASED	2	0	1	1	2	3
SHELTERED	16	13	15	15	14	13
TOTALS	18	13	16	16	16	16
VOCATIONAL EVALUATION						
COMMUNITY BASED	74	68	99	99	99	99
TRADITIONAL						
VISUAL ADAPTED						
TOTALS	74	68	99	99	99	99
SUPPORTED EMPLOYMENT						
DEVELOPMENTAL DISABILITY				2	2	2
SERIOUS MENTAL ILLNESS				3	3	3
VREE SIGNOFF						
PRIVATE SIGNOFF				5	5	5
TOTALS	0	0	0	5	5	5
VREE SHELTERED	5	7	10	5	5	5
PLACEMENT						

MENTAL HEALTH SERVICES INC. 90 91 92 93 94 95

WORK ADJUSTMENT
 COMMUNITY BASED
 SHELTERED
 TOTALS 0 0 0 0 0 0

VOCATIONAL EVALUATION
 COMMUNITY BASED
 TRADITIONAL
 VISUAL ADAPTED
 TOTALS 0 0 0 0 0 0

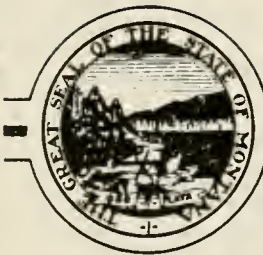
SUPPORTED EMPLOYMENT
 DEVELOPMENTAL DISABILITY
 SERIOUS MENTAL ILLNESS
 VREE SIGNOFF
 PRIVATE SIGNOFF
 TOTALS 6 5 1 7 7 7

VREE SHELTERED
 PLACEMENT 6 5 1 7 7 7

HELENA INDUSTRIES	90	91	92	93	94	95
WORK ADJUSTMENT						
COMMUNITY BASED						
SHELTERED	29	21	21	21	21	21
TOTALS	29	21	21	21	21	21
VOCATIONAL EVALUATION						
COMMUNITY BASED						
TRADITIONAL	126	163	110	110	110	110
VISUAL ADAPTED						
TOTALS	126	163	110	110	110	110
SUPPORTED EMPLOYMENT						
DEVELOPMENTAL DISABILITY						
SERIOUS MENTAL ILLNESS						
VREE SIGNOFF	4	5	6	5	5	5
PRIVATE SIGNOFF				1		
TOTALS	4	5	6	6	5	5
VREE SHELTERED				21	21	21
PLACEMENT						

REACH	90	91	92	93	94	95
WORK ADJUSTMENT						
COMMUNITY BASED			2	2		
SHELTERED						
TOTALS	0	0	2	2	0	0
VOCATIONAL EVALUATION						
COMMUNITY BASED						
TRADITIONAL						
VISUAL ADAPTED						
TOTALS	0	0	0	0	0	0
SUPPORTED EMPLOYMENT						
DEVELOPMENTAL DISABILITY			3	2	2	2
SERIOUS MENTAL ILLNESS						
VREE SIGNOFF			1	1	1	1
PRIVATE SIGNOFF						
TOTALS	0	0	4	3	3	3
VREE SHELTERED PLACEMENT						

DEPARTMENT OF
SOCIAL AND REHABILITATION SERVICES



STAN STEPHENS
GOVERNOR

JULIA E. ROBINSON
DIRECTOR

STATE OF MONTANA

REHABILITATIVE SERVICES DIVISION
1818 Tenth Avenue South, Suite 5
Great Falls, MT 59405
June 4, 1992
727-7740

Joe Mathews, Administrator
Rehabilitative Services Division
PO Box 4210
Helena, MT 59604

Dear Joe:

I have not rigidly followed the prescribed format in writing my Great Falls District Facility Plan. I found the overall process a little cumbersome, but it turned out to be a positive experience. This letter to you simply points out some of the general trends in our involvement with facilities in our area. The attachments, on the other hand, include the required specific information including: (1) consensus VR statements, (2) summary of SPA needs, (3) summary of Facility consensus goals - Easter Seal, (4) general summary of each facility, (5) requests for variations in set-aside funding, (6) new service requests or recommendations. and (7) fee schedules for state FY93. (Each section is numbered, titled and attached to this letter.)

Traditionally, facility plans in our district have only encompassed services provided by the one CARF accredited facility. It is important for us in the Great Falls District to instead talk about types of services provided by a variety of facilities. This report generally encompasses our involvement in the use of our facility set-aside, Extended Employment and Supported Employment.

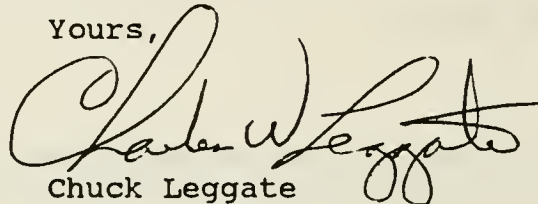
I appreciate trying to focus facility issues in one place and with one person in each district. This must include all three basic programs (6C, VREE and 110). It is important that letters like those written to supported employment vendors about agreed goals and funding be issued through the District Office so that we continue with the initiated dialogue and maintain consistent policies.

In the attached information, you will see subtle changes in the way we do business with our facilities. First you will see a greater emphasis on providing services outside of Great Falls. (We need an at-large budget in Supported Employment to go with our EE capability of providing long-term follow along in rural areas.) Second, we are moving toward Easter Seal providing more

Joe Mathews
Page 2
6/3/92

community based services with regular 110 cases using facility set-aside dollars (ie: job coaching and community vocational evaluations). Third, we seek continued flexibility in working in supported employment at Easter Seal using facility set-aside funds instead of limiting ourselves to 6C funds(9X10422) and regular 110 SE funds(9X10657). Last, we are restructuring around per hour fees instead of unit fee schedules especially for services provided outside the confines of the workshop. Altogether, we are giving the counselors more choices and flexibility as they provide services to their clients.

Yours,



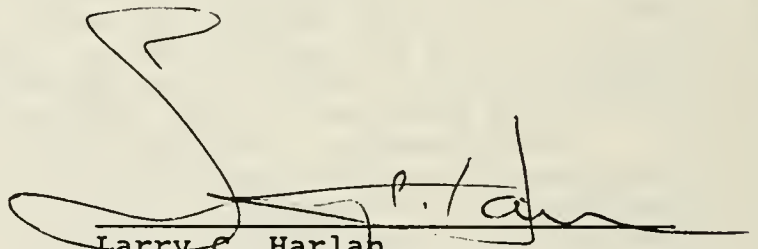
Chuck Leggate
Facility Liaison

CWL:lp

This plan has been reviewed.

Date

6-4-92



Larry C. Harlan
Human Services Manager I

Attachment #1

CONSENSUS STATEMENTS BY THE VR DISTRICT OFFICE

Friday April 10th, the Great Falls District Office held its facility need's assessment meeting. It was held as a part of the regular staff meeting and reviewed all aspects of our involvement with Easter Seal - Goodwill, our primary facility. Some of the statements generated through that meeting included:

1* We like the idea of having short-term work adjustment and fairly rapid transition to community placement in real jobs instead of "adjusting individuals to the plant".

2* It is inappropriate to get rid of in-house work adjustment training because some clients have behaviors that cannot be remediated in a short 30-day involvement in the facility and can not be resolved when the client is on the job in a business.

3* It would be great if some services were available in other (rural) areas so that people don't have to travel and can be placed in their own home town.

4* Traditional vocational evaluations are needed. Especially for clients who have no idea what jobs they should work toward and do not have a clear understanding of their own skills. They are helpful for clarifying whether or not the goal selected by a client is appropriate, when the counselor has serious doubts. It is also necessary for cases that have legal or political implications.

5* Vocational evaluations should not be used as a "gate to other services" when we clearly know that WAT and selective placement with support is going to be needed to achieve the goal.

6* The first few days or first two weeks of WAT should be considered an evaluation for WAT and transitional services and reported as such. An adjustment and placement plan could then be written.

7* Community based vocational evaluations would be helpful in some cases.

8* Situational assessments in jobs in the community would be beneficial.

9* More job development and job coaching needs to take place using facility set-aside funding. This service should not be and is not confined only to supported employment cases.

10* Easter Seal has suggested setting up a fee schedule for and providing intensive WAT for head-injured clients. This is not a service that counselors are interested in supporting at this time. This service is viewed as getting less productivity for dollars spent, not more. Those head-injured clients should be involved in out-patient cognitive and physical medicine services first and employment oriented services later in the process.

11* For all out of facility services, a per hour fee should be used and the person providing the service should be indicated.

12* The placement contracted person needs to remain on contract and continue to work with RSD clients who need job placement assistance, but do not need job coaching or hand held placement. The placement specialist would be working primarily with clients who are heavily involved in their own job search efforts.

13* Placement services should be able to be paid for on a per hour fee through Facility set-aside funds just as they are through Supported employment.

14* The number of clients getting traditional vocational evaluations will probably decrease somewhat.

15* More and more clients are seen as needing selective placement and job coaching initially as they enter employment.

16* The facility needs to be able to provide more concentrated one-on-one service to clients. Whether or not there is enough staff to serve and work with the clients in an appropriate fashion is questioned.

NEEDS PRESENTED AT THE CASE MANAGERS COALITION (SPA)

The case managers coalition / SPA meeting in April, briefly discussed needs. Some of the members agreed to provide RSD with additional information including lists of potential clients during the next biennium. Needs presented included:

1* Do something with the transportation system in Great Falls. Clients cannot get to and from work unless the work schedule is 8:00 AM to 5:00 PM.

2* There are several clients who do not have long-term sign off and no real way to be served through SE.

3* The capacity of the system is limited by the funding available rather than by the number of clients needing the service.

4* Many of the Mental Health clients now needing services are going to require more intensive services. They have multiple problems.

5* The school district list of graduating special education students was not wholly known by Family Services and the DD system. Long-term sign offs to serve many these special education students is questionable.

6* There is a bulge of special education students in 1995 that will need SE or sheltered services.

5* We need to clean up our waiting list (A list) to clearly list all those who need or can benefit from service within the next twelve months.

6* We need to share as much information (including job sites as possible).

Attachment #3

SUMMARY OF GOALS DEVELOPED WITH THE FACILITIES

Part II The facility

A meeting was held on April 16th with Easter Seal - Goodwill staff. The meeting was held with all of the department heads attending. Generated goals included:

- 1* To establish a system of evaluating WAT and EE clients by having them in the respective programs instead of through a traditional vocational evaluation.
- 2* To maintain the capability of in-shop WAT while at the same time expanding placement and job coaching using facility funding. This year has shown a need for WAT. More clients than ever have gone through WAT. (WAT in Great Falls is not really a traditional WAT program because their stay in the facility is usually fairly short and clients go to the store or out into the community.
- 3* To establish the ability of doing community-based vocational evaluations. (including a fee)
- 4* To increase the ability to do situational assessments.
- 5* To consider using a per hour fee for all services outside the facility.
- 6* To serve clients in the numbers generally indicated on the page below. (See three-year history and three-year projection chart.)

ATTACHMENT 3 CONTINUED:

FACILITY SERVICE INVENTORY/NEEDS

	HISTORY OF # SERVED			PROJECTED # SERVED		
	90	91	92	93	94	95
I. Work Adjustment	25	29	40	45	45	50
a. Community Based		10	20	25	30	38
b. Sheltered	25	19	20	20	15	12
II. Vocational Evaluation	136	132	135	120	115	115
a. Traditional	136	130	130	85	75	75
b. Community Based	0	0	0	10	15	20
c. Situational	0	0	0	20	20	15
d. Work Experience	0	2	5	5	5	5
e. Visual Adapted	0	0	0	0	0	0
III. Supported Employment **	31	33	38	48	42	42
a. Developmentally Disabled	11	5	10	18	10	10
b. Serious Mental Disability	20	20	20	20	20	20
c. VREE Sign-Off	0	2	8	10	12	12
d. Private Sign-Off (Other)	0	1	0	0	0	0
IV. VREE	12	20	26	35	36	34
a. Sheltered (In Shop)	12	19	19	14	12	12
b. At Large	0	1	4	9	10	10
c. Long-Term Follow-Along			3	12	14	12
V. Placement (Contract)	43	40	40	35	----	----

** Supported Employment figures are misleading. They indicate total served, not total number successfully closed 26 into follow along.

Attachment #4

GENERAL SUMMARY OF EACH FACILITY

EASTER SEAL / GOODWILL

There are several changes in the Easter Seal program. First, this upcoming year (FY 93) will be the last year of the placement specialist contract in our region. We ask that funds, if any, that are available because of discontinuing the placement contract be used to pay for placement activities on a per fee for service basis starting July 1, 1993. (The fees will have to be negotiated - see new service requests.) Second, increased job coaching and other transitional services are expected to be provided instead of some in-shop work adjustment. Third, there will be fewer traditional vocational evaluations with a greater emphasis on community-based evaluations or evaluating the need for WAT through the first few weeks of service provision. Last of all, the trend of getting Extended Employment (EE) clients into community placements and having EE long-term follow along is expected to continue.

Adjustments in services also require changes in the fee schedule during the next year. All services outside of the facility will primarily be paid on a per hour fee basis. "Off-site WAT", the exception, will be used only when the facility pays the wages of a client in a community placement as in work experience. (OJT may be used as an alternative if appropriate.) Easter Seal will have to negotiate a new fee for community-based vocational evaluations and during the year we will have to negotiate what to do about placement fees. We will continue to use transitional (SE) fees for regular 110 clients receiving job coaching, advocacy, etc.

GOLDEN TRIANGLE MENTAL HEALTH

At present, Golden Triangle Mental Health is participating in Supported employment and is working with four specific clients in extended employment. The mental health clientele are a severely under-served population and include individuals with head injuries, strokes, and other physical problems as well as those who are seriously mentally ill. We are committed to continue supported employment services generally at the existing level, but could expand services by a huge number if Mental Health had the resources to add staff and work with the clients. I have committed to continuing services with four EE clients already at Mental Health in FY 93 in an estimated dollar amount of \$7,000.00 during FY93.

Supported employment is expected to be stable, primarily because of funding limitations and difficulties with long-term sign offs.

NORTHERN GATEWAY

This year, Northern Gateway did not serve their number of supported employment clients (so far they have one closure out of the agreed upon four). They also did not use their allotted amount of SE funding. (They were down by about \$6,000.00.) It is doubtful that they will use their budgeted amount in the upcoming years unless they are able to start to serve clients using EE long term sign-off. Northern Gateway is currently serving two clients using the "600 Option". We expect to continue these clients through the process to long-term follow-up. EE funding may also be used after SE initial involvement.

HAVRE DAY ACTIVITIES

Havre is working with one EE client using the "600 option". We will use the Northern Gateway Transitional Fee Schedule as the "at large" fee schedule for Havre Day Activities. I would like to see additional clients served during the next year using at large SE and EE funds.

SNOWY MOUNTAIN INDUSTRIES

The workshop in Lewistown has worked with two EE clients this year, using the 600 option. They are carrying only one client across into next year. There is a need for more to be served in Lewistown. I would like to see this area expanded and service for two or three clients provided using VREE as long-term follow-up only and SE funds for initial placement and coaching.

OTHER LOCATIONS

I would like to see some supported employment involvement at large in other areas covered by Ray Bergh (ie: Glasgow & Plentywood). At least one client somewhere. (I know this is difficult because as in Lewistown, it requires a shift in the thinking of both a counselor and service providers in a community.

Attachment #5

REQUESTS FOR VARIATIONS IN SET ASIDE FUNDING

Requests for variations in the funding set aside categories as presented in worksheet C chart below.

There are two major changes requested in the set-aside funding for state FY93. First, we request that the set aside for extended employment expansion be modified to show an at-large amount of \$16,000.00. (This decreases the funds specifically set aside for Easter Seal and indicates that these funds may be used in other areas or businesses in our district as we continue to carry clients placed in VREE this spring.) The second change is a request that SE funds for Northern Gateway Industries be changed, moving half of their funding, \$14,043.00 to "at large", reflecting the decreasing number of clients to be served and allowing the funds to be used in other areas of our district.

*** It is assumed that the totals of funds available to the Great Falls District in each category will remain constant.

*** It is also assumed that if any one facility does not actually need, or during the year demonstrates that they will not use their recommended amount, the funds may be used at large. Conversely, if a facility needs additional funding and the "at large" amount is not committed, it may be used in a facility.

(SEE CHART ON NEXT PAGE)

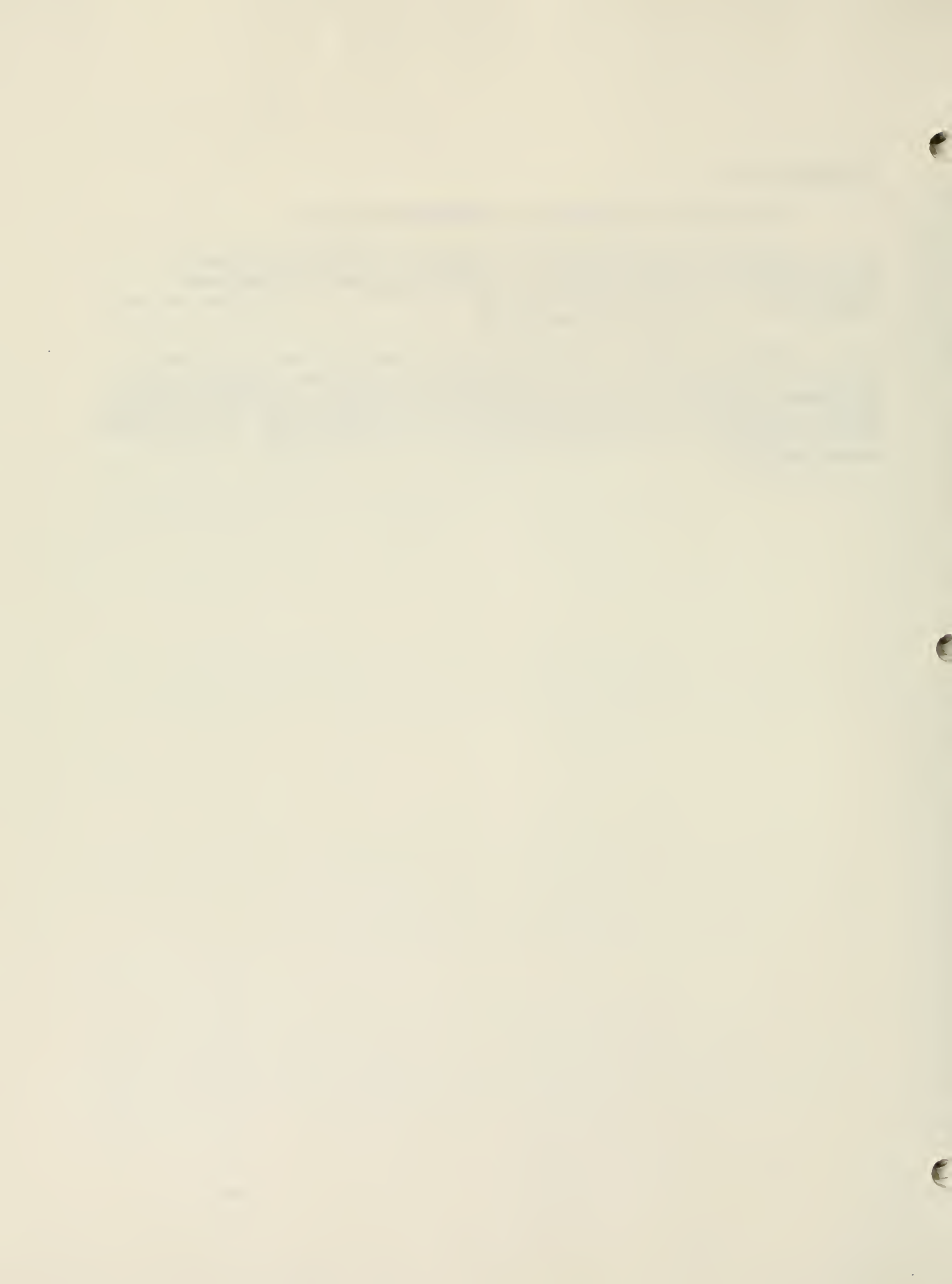


Attachment #6

NEW SERVICE REQUESTS OR RECOMMENDATIONS

1* As previously indicated, a new fee will have to be negotiated with Easter Seal for community-based vocational evaluations. This request is not attached at this time as the facility is working on a proposal.

2* During the year discussions and negotiations will have to be held to work out what will take place with the ending of the placement contract. (It is generally believed that this service will be shifted to a per-hour fee, but at this time, negotiations and discussions are completely open - stay tuned for developments.)



GOLDEN TRIANGLE 90 91 92 93 94 95

WORK ADJUSTMENT
COMMUNITY BASED
SHELTERED
TOTALS 0 0 0 0 0 0

VOCATIONAL EVALUATION
COMMUNITY BASED
TRADITIONAL
VISUAL ADAPTED
TOTALS 0 0 0 0 0 0

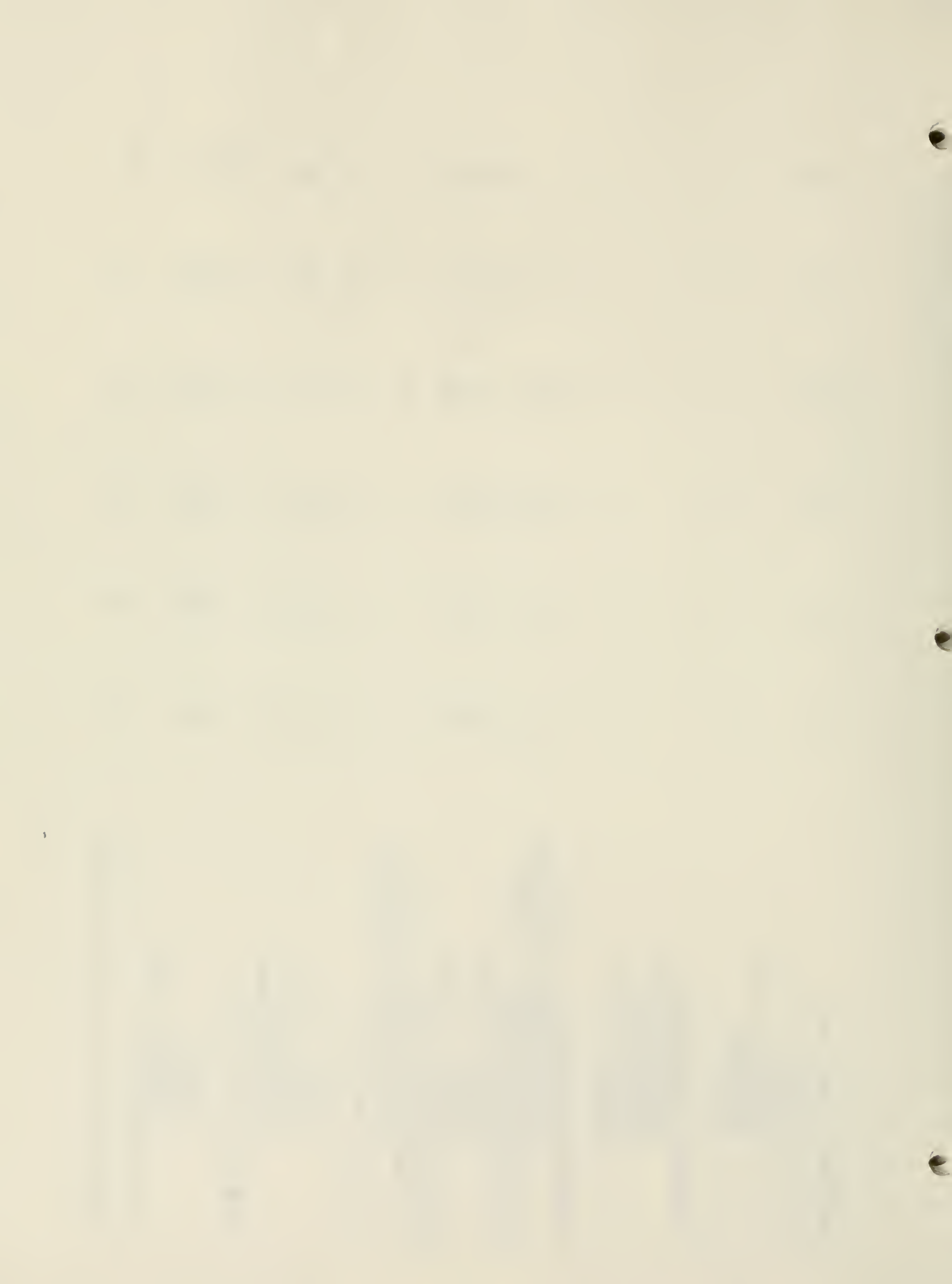
SUPPORTED EMPLOYMENT
DEVELOPMENTAL DISABILITY
SERIOUS MENTAL ILLNESS
VREE SIGNOFF
PRIVATE SIGNOFF
TOTALS 0 0 5 5 5 5

VREE SHELTERED
PLACEMENT 0 0 5 5 5 5

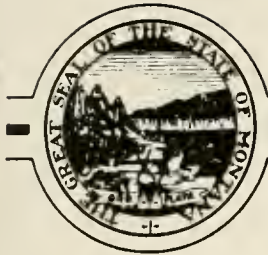
EASTER SEAL ADULT TRAINING CENTER

	90	91	92	93	94	95
WORK ADJUSTMENT						
COMMUNITY BASED		10	20	25	30	38
SHELTERED	25	19	20	20	15	12
TOTALS	25	29	40	45	45	50
VOCATIONAL EVALUATION						
COMMUNITY BASED	0	0	0	10	15	20
TRADITIONAL	136	130	130	85	75	75
VISUAL ADAPTED						
TOTALS	136	130	130	95	90	95
SUPPORTED EMPLOYMENT						
DEVELOPMENTAL DISABILITY	11	5	10	18	10	10
SERIOUS MENTAL ILLNESS						
VREE SIGNOFF	0	2	8	10	12	12
PRIVATE SIGNOFF	0	1	0	0	0	0
TOTALS	11	8	18	28	22	22
VREE SHELTERED	12	19	19	14	12	12
PLACEMENT	43	40	40	35		

	90	91	92	93	94	95
NORTHERN GATEWAY ENT.						
WORK ADJUSTMENT						
COMMUNITY BASED						
SHELTERED						
TOTALS	0	0	0	0	0	0
VOCATIONAL EVALUATION						
COMMUNITY BASED						
TRADITIONAL						
VISUAL ADAPTED						
TOTALS	0	0	0	0	0	0
SUPPORTED EMPLOYMENT						
DEVELOPMENTAL DISABILITY						
SERIOUS MENTAL ILLNESS			4	3	3	3
VREE SIGNOFF						
PRIVATE SIGNOFF						
TOTALS	0	0	4	3	3	3
VREE SHELTERED						
PLACEMENT						



DEPARTMENT OF
SOCIAL AND REHABILITATION SERVICES




STAN STEPHENS
GOVERNOR

JULIA E. ROBINSON
DIRECTOR

STATE OF MONTANA

May 21, 1992

TO: Joe Mathews, Administrator
FROM: Mark C. Cumming, Program Specialist II 
re: Facility Negotiations

Because of time constraints, I have taken a short-cut related to Worksheet A. I have not called a SPA meeting to discuss issues. I have talked with each facilities' designated "negotiator" and with the staff of the VR offices.

The Kalispell staff were interested in some modifications of the vocational evaluations to make it more flexible and to serve the Deaf and Head Injured populations. Flathead Industries has purchased a new computer driven VALPAR system that should allow them the flexibility VR was looking for. Claudette is also interested in developing vocational evaluations for the targeted populations. She has sent for material from Stout on the deaf and I did some research for her on how the WORC Center handles the Head Injured population. F.I.F.T.H. is committed to providing more community-based W.A.T. as well as expanding their E.E. service.

The WORC Center is not too interested in developing a community-based vocational evaluation. Theresa feels it would be too expensive. The Missoula staff does not feel a tremendous need for that particular service through the WORC Center. Job-Site Evaluations will continue to be used for that purpose.

Opportunity Industries is committed to providing more community-based W.A.T. situations and continuing to convert in-house clients to community placed supported employment. They also want to utilize their evaluation capabilities to provide more community-based evaluation situations. I have not had a chance to poll the Missoula V.R./V.S.D. staff yet on their feelings about this.

Let me know if you have any questions or further clarifications on this. Thank you for your consideration of these matters.

Copies: Bob Jahner, John Collins



	90	91	92	93	94	95
WESTERN COMMUNITY MENTAL HEALTH						
WORK ADJUSTMENT						
COMMUNITY BASED						
SHELTERED						
TOTALS	0	0	0	0	0	0
VOCATIONAL EVALUATION						
COMMUNITY BASED						
TRADITIONAL						
VISUAL ADAPTED						
TOTALS	0	0	0	0	0	0
SUPPORTED EMPLOYMENT						
DEVELOPMENTAL DISABILITY						
SERIOUS MENTAL ILLNESS						
VREE SIGNOFF			9	9	9	9
PRIVATE SIGNOFF						
TOTALS	0	0	9	9	9	9
VREE SHELTERED						
PLACEMENT						

	90	91	92	93	94	95
OPPORTUNITY						
WORK ADJUSTMENT						
COMMUNITY BASED	22	21	27	29	35	38
SHELTERED	7	4	4	4	4	4
TOTALS	29	25	31	33	39	42
VOCATIONAL EVALUATION						
COMMUNITY BASED						
TRADITIONAL						
VISUAL ADAPTED						
TOTALS	0	0	0	0	0	0
SUPPORTED EMPLOYMENT						
DEVELOPMENTAL DISABILITY	12	4	8	10	10	10
SERIOUS MENTAL ILLNESS						
VREE SIGNOFF	1	2	2	4	6	8
PRIVATE SIGNOFF	13	0	2	1	1	1
TOTALS		6	12	15	17	19
VREE SHELTERED	6	9	12	10	8	6
PLACEMENT						

	90	91	92	93	94	95
WORC CENTER						
WORK ADJUSTMENT						
COMMUNITY BASED						
SHELTERED	0	0	0	0	0	0
TOTALS						
VOCATIONAL EVALUATION						
COMMUNITY BASED	10	12	10	11	11	12
TRADITIONAL	188	166	160	159	158	157
VISUAL ADAPTED	3	3	1	3	4	4
TOTALS	201	181	171	173	173	173
SUPPORTED EMPLOYMENT						
DEVELOPMENTAL DISABILITY						
SERIOUS MENTAL ILLNESS						
VREE SIGNOFF			18	22	18	18
PRIVATE SIGNOFF						
TOTALS	0	0	18	22	18	18
VREE SHELTERED						

	90	91	92	93	94	95
FLATHEAD INDUSTRIES						
WORK ADJUSTMENT						
COMMUNITY BASED	5	1	9	12	15	16
SHELTERED	18	19	9	8	7	6
TOTALS	23	20	18	20	22	22
VOCATIONAL EVALUATION						
COMMUNITY BASED	2	7	3	3	5	6
TRADITIONAL	62	66	62	62	60	59
VISUAL ADAPTED	2	1	1	1	2	3
TOTALS	66	74	66	66	67	68
SUPPORTED EMPLOYMENT						
DEVELOPMENTAL DISABILITY	10	16	16	21	25	30
SERIOUS MENTAL ILLNESS	1	1	8	12	14	16
VREE SIGNOFF	0	5	1	2	2	3
PRIVATE SIGNOFF	11	22	25	35	41	49
TOTALS						
VREE SHELTERED PLACEMENT	5	5	5	3	2	3